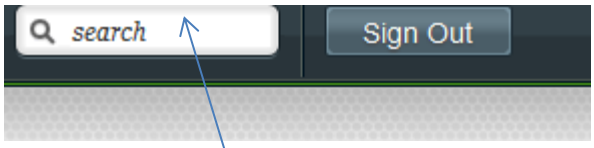
Initial Eligibility Process

STEP 1: Start with Consider Eligibility for Special Education

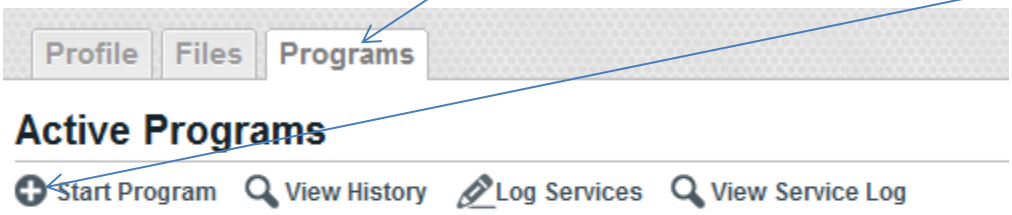
Select the student who has been referred for an initial special education evaluation by entering the student's name in the **search** box at the top right of your screen and clicking enter:



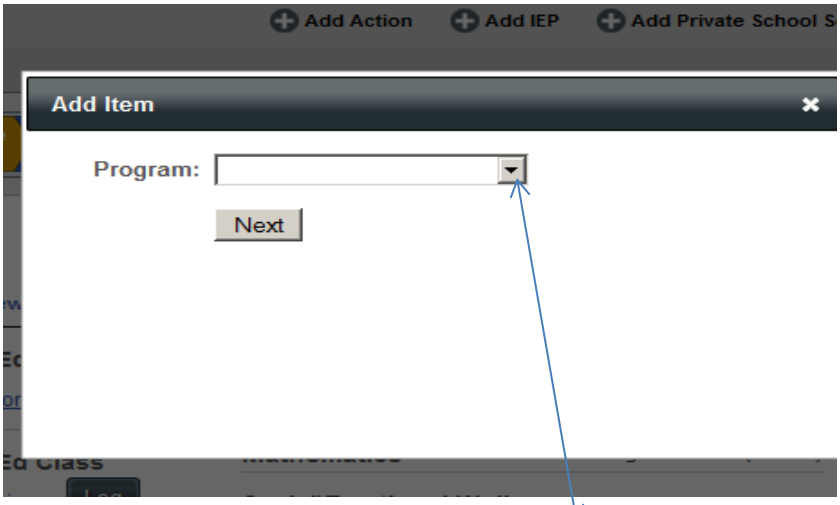
Enter student name here

Directly under the student's name, click on the "Programs" tab

Under "Active Programs," select the "Start Program" option. Screenshot is below:

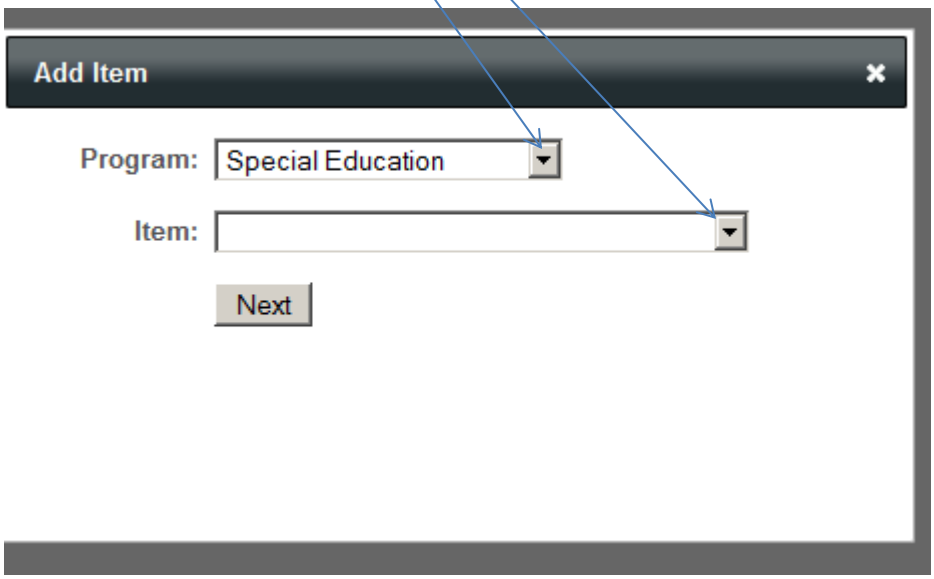


Then you will see this small screen pop up:

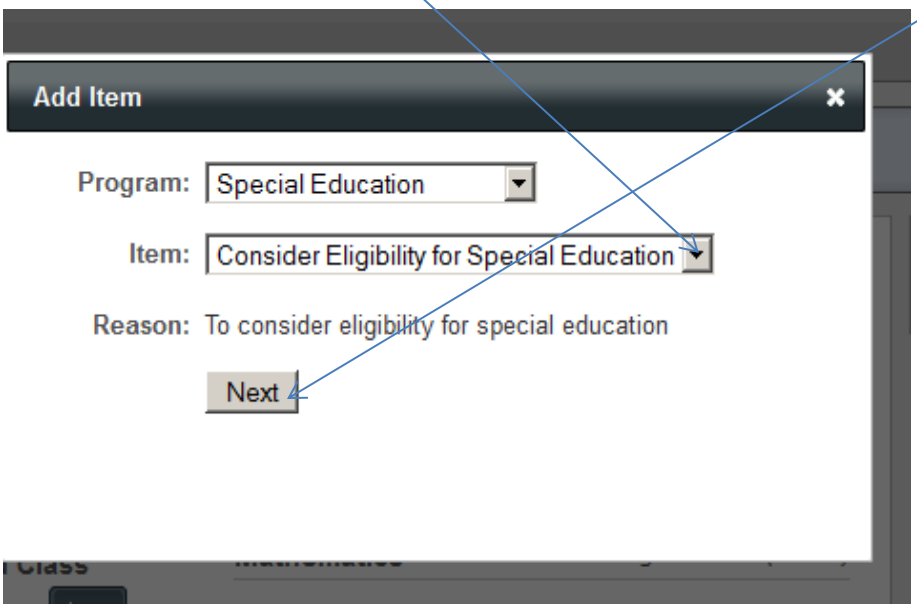


You will click on the arrow on the right-hand side of this dialogue box and choose an option from the drop-down menu.

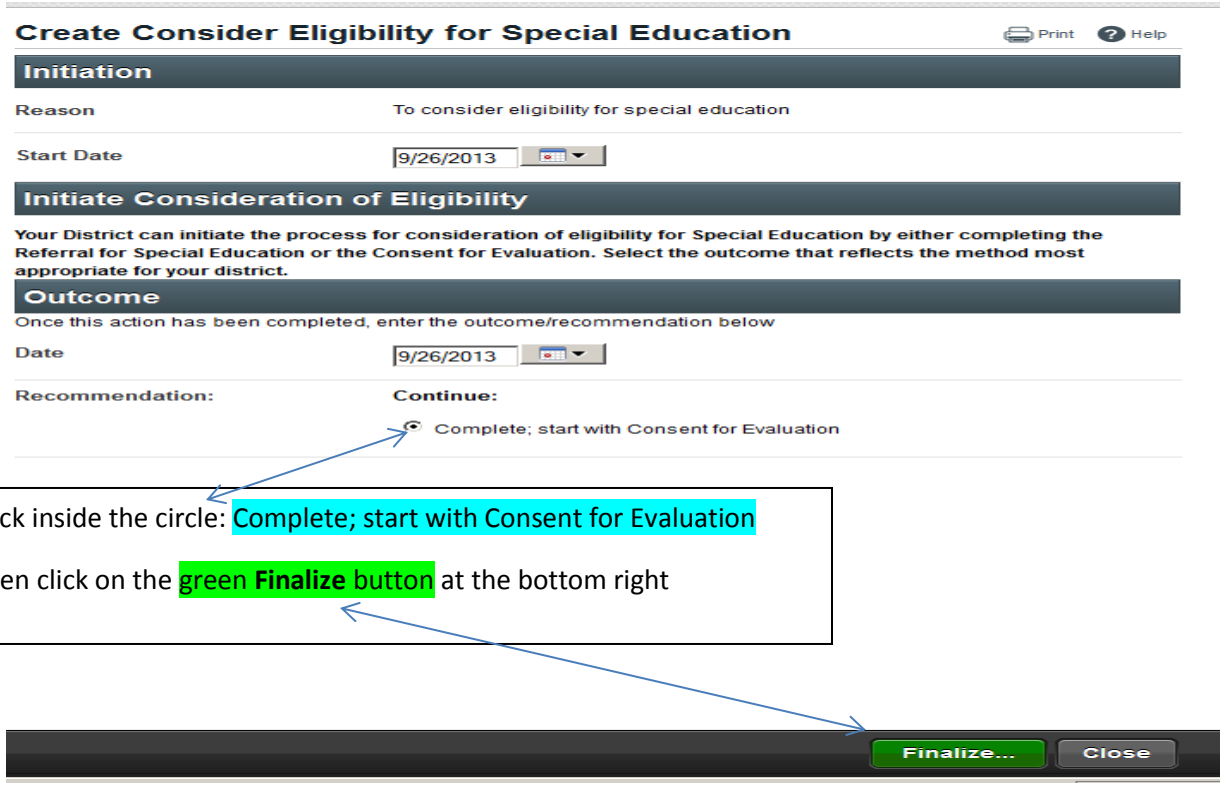
You will choose "Special Education" from the drop-down menu in **Program.** After doing this, another drop-down menu appears, labeled **Item**. (See example below).



Select the "Consider Eligibility for Special Education" option from the drop-down menu in **Item**. Your screen will look like the example below. You will click on **Next**.



The following screen will appear and you will now enter the start date of your initial referral.

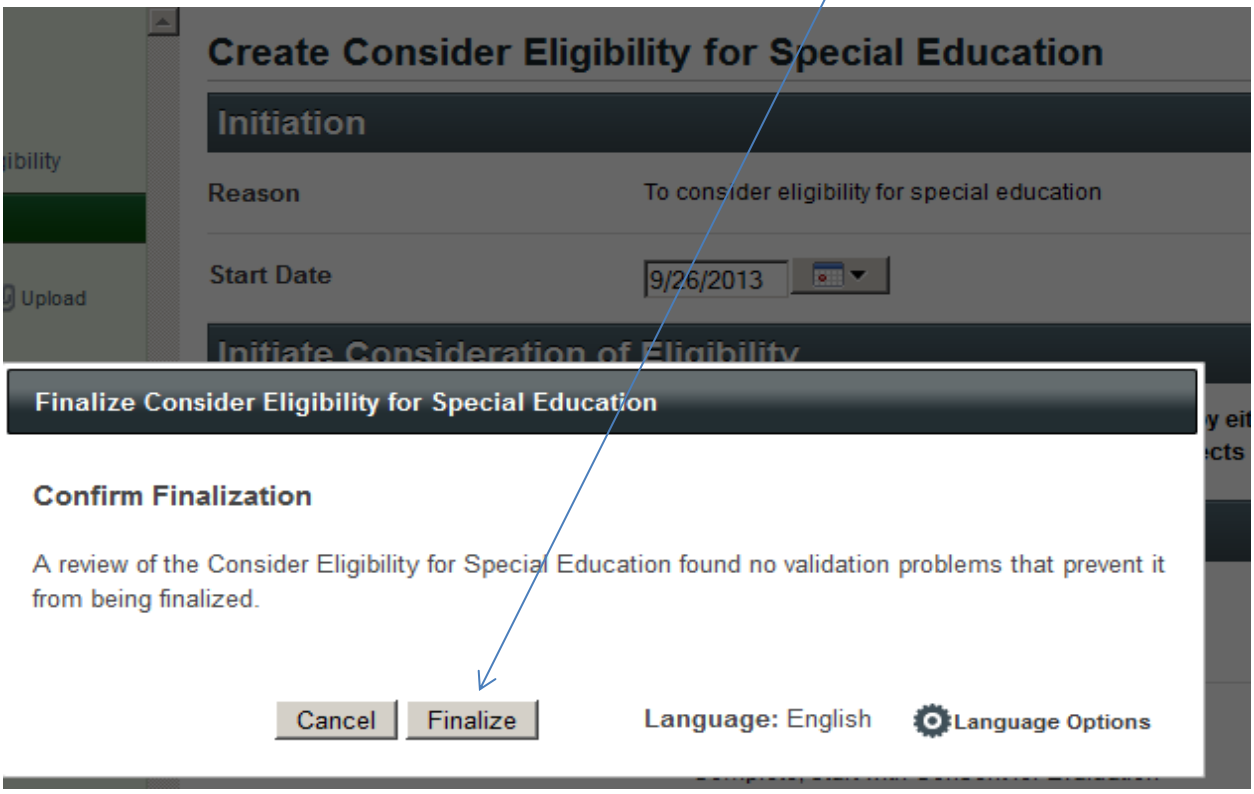

Create Consider Eligibility for Special Education
Print
Help
Initiation
Reason
To consider eligibility for special education
Start Date
9/26/2013
Initiate Consideration of Eligibility
Your District can initiate the process for consideration of eligibility for Special Education by either completing the Referral for Special Education or the Consent for Evaluation. Select the outcome that reflects the method most appropriate for your district.
Outcome
Once this action has been completed, enter the outcome/recommendation below
Date
9/26/2013
Recommendation:
Continue:
Complete; start with Consent for Evaluation
Finalize...
Close

Click inside the circle: Complete; start with Consent for Evaluation

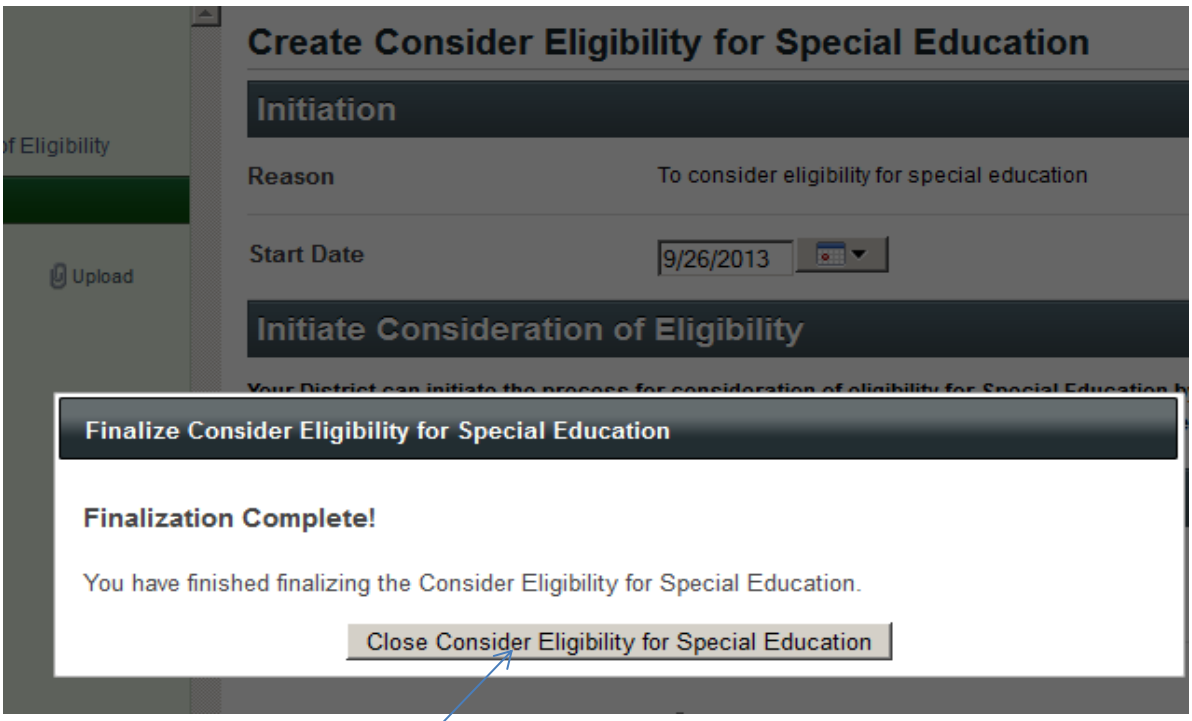
Then click on the green **Finalize** button at the bottom right

(Note: when the screen first appears, the green button at the bottom says **Save**. Save as you work. After you enter all the required information & click the circle to **Continue – Complete; start with Consent for Evaluation**, the green button changes to the **Finalize** option.)

Selecting the green Finalize button brings up the dialogue box you see below. You will click on the gray Finalize button:



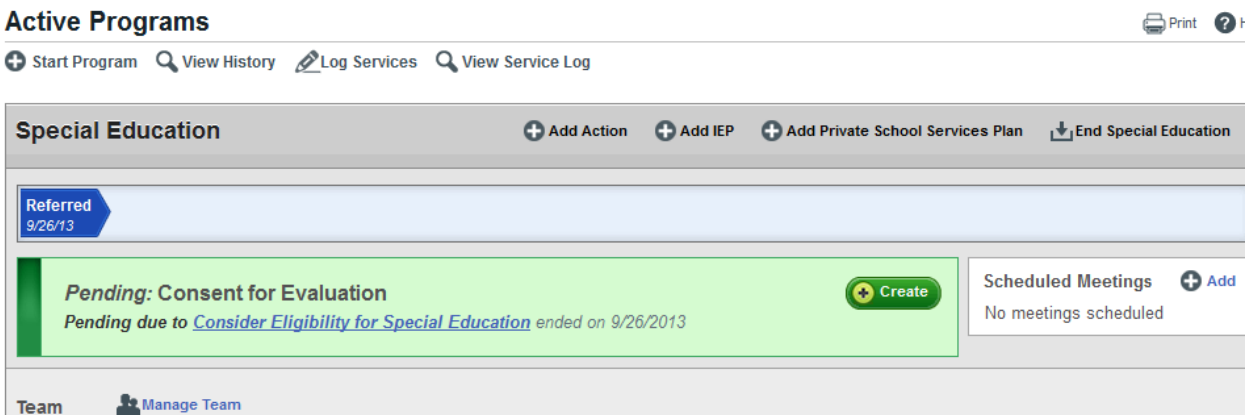
The screen will then look like this:

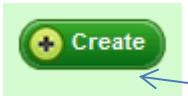


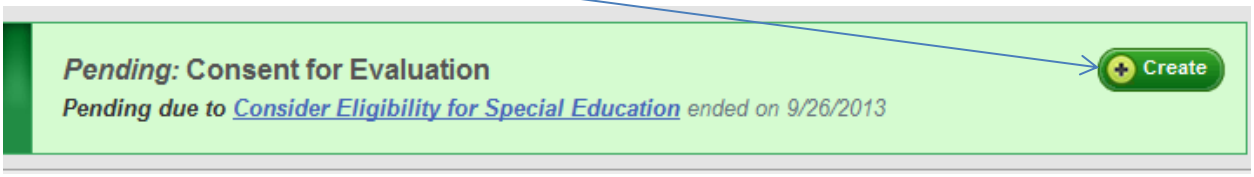
Select Close Consider Eligibility for Special Education

Step 2: Consent for Evaluation

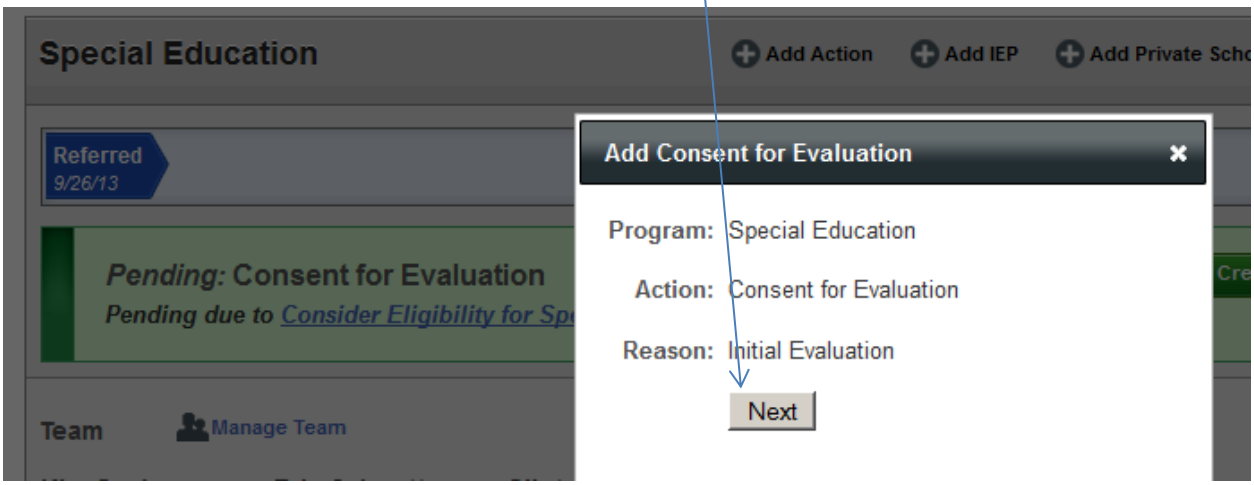
After closing the "Consider Eligibility for Special Education event, you will then see this screen:



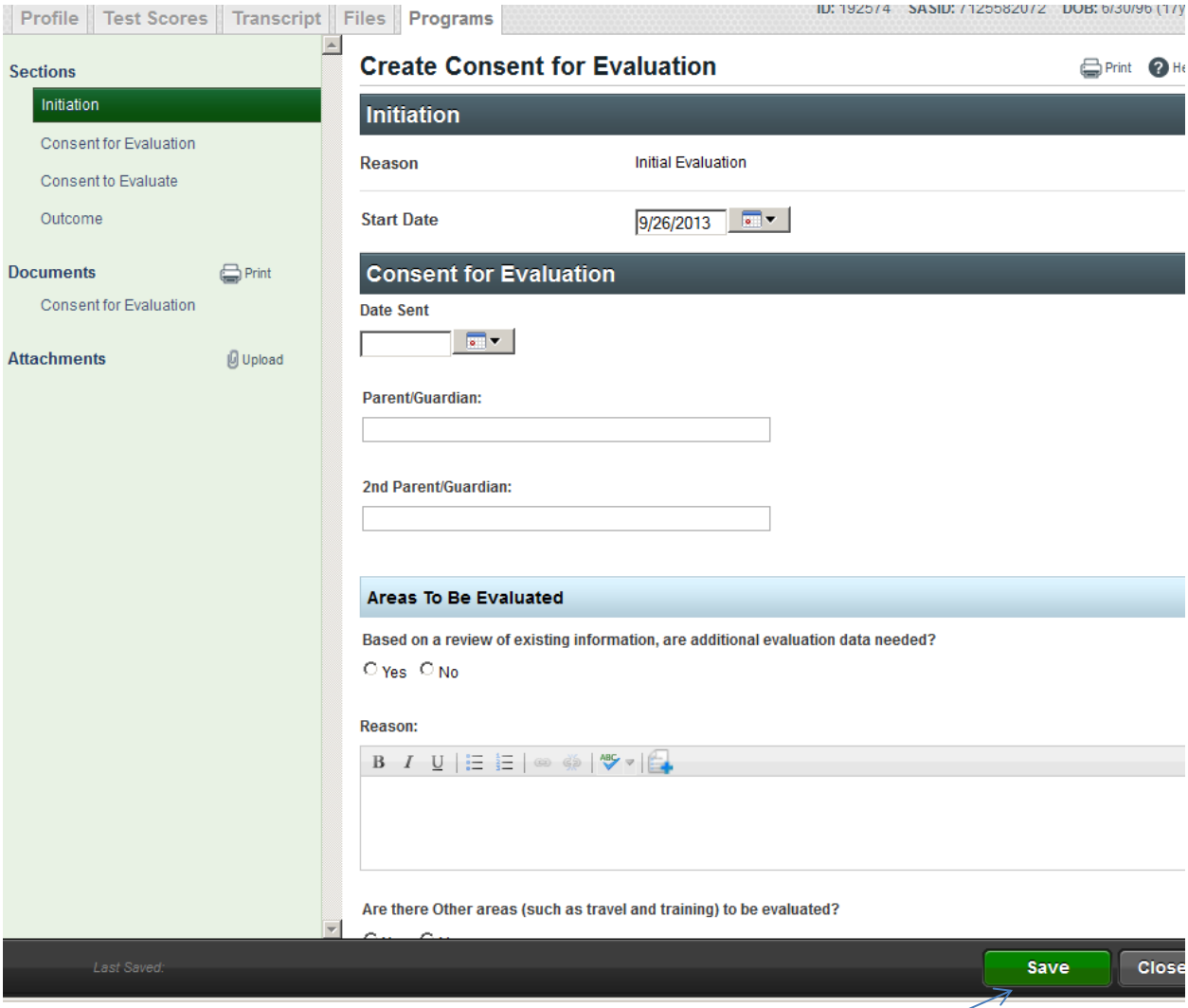
Click on  to start the **Consent for Evaluation** process:



Another dialogue box will pop up, and you will click on Next…

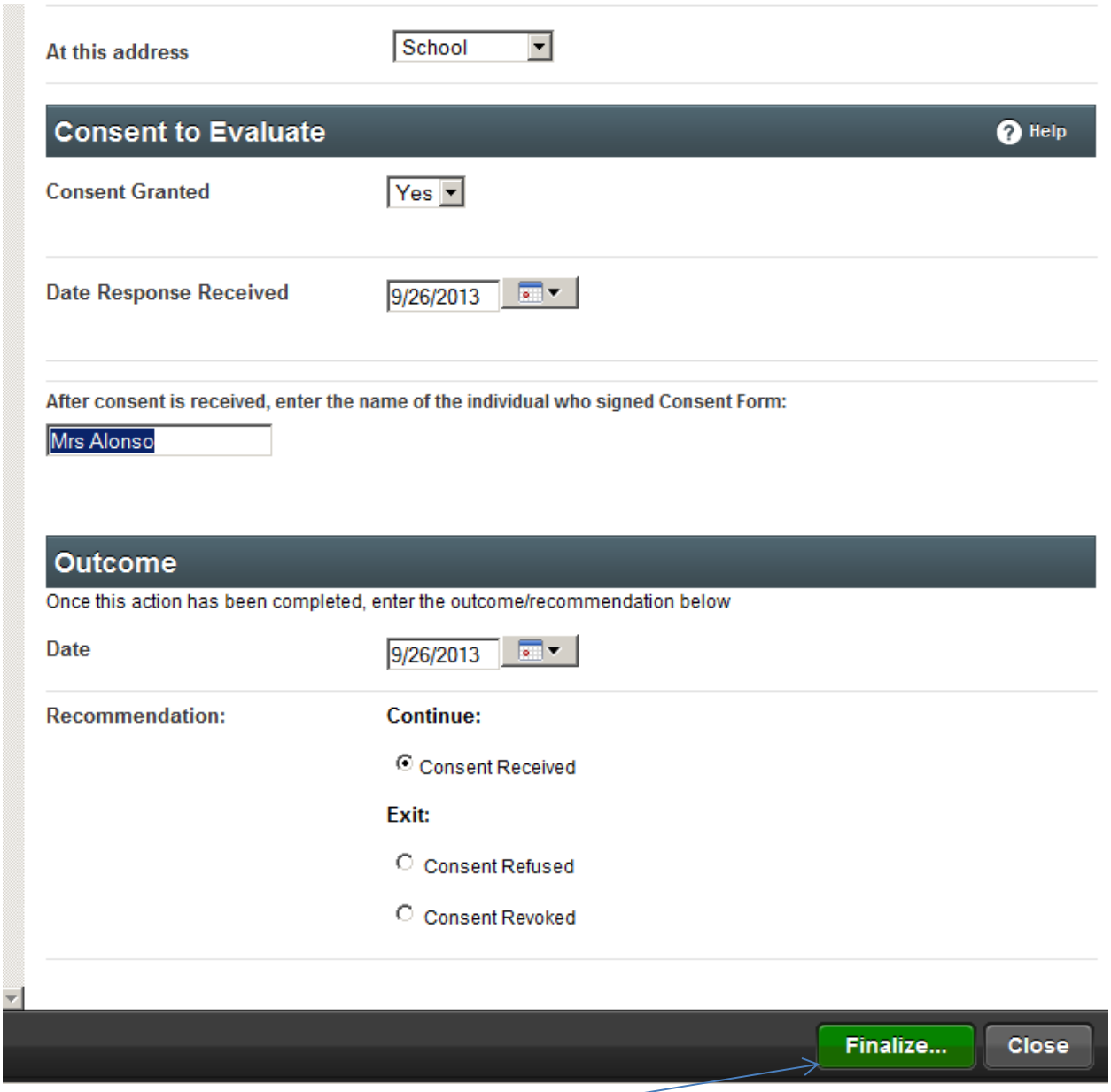


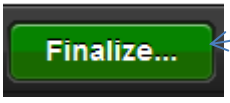
…which brings up the event. Now you can enter information:



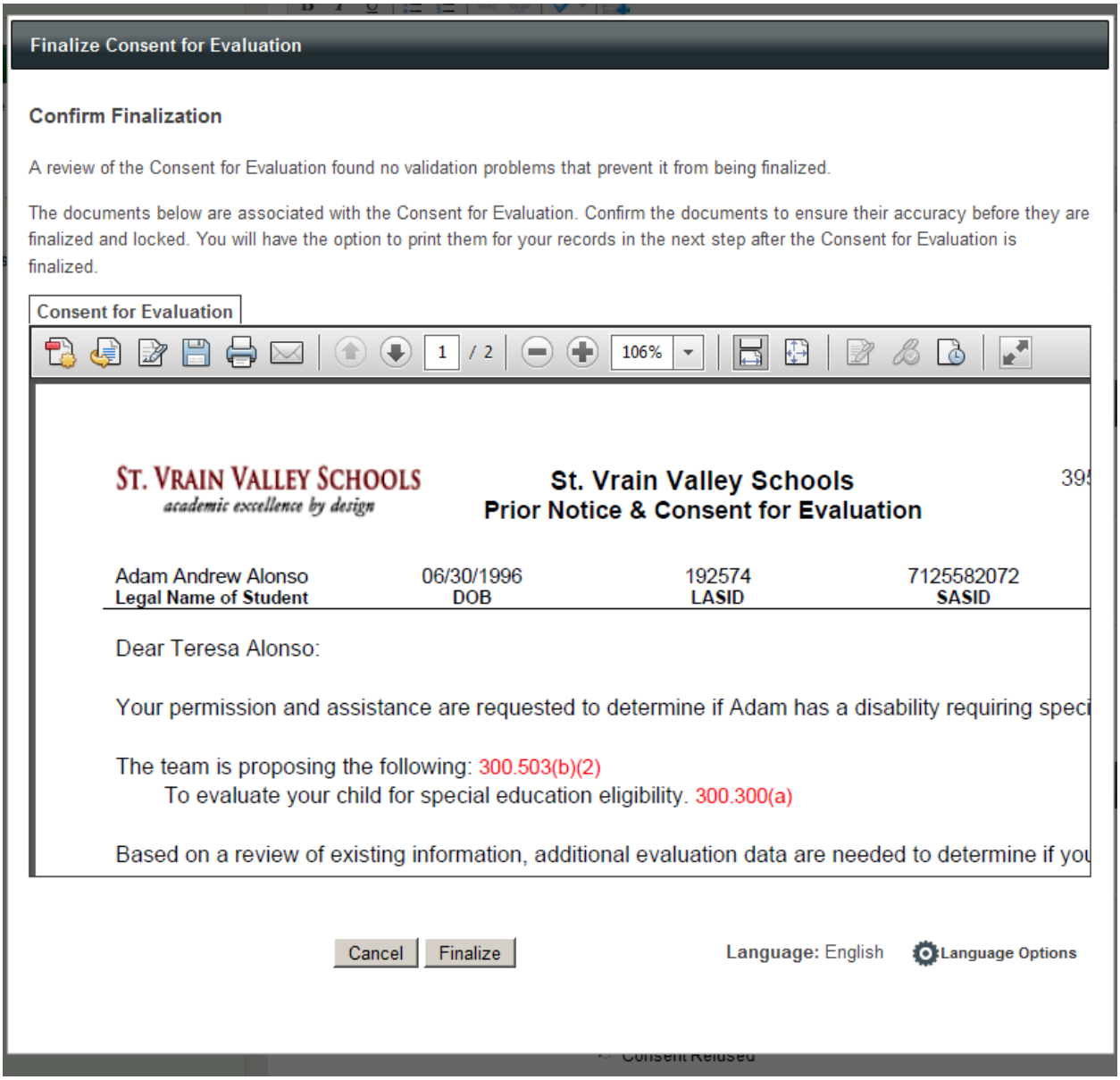
Save as you enter information

Complete all of the sections, as seen in the example below:



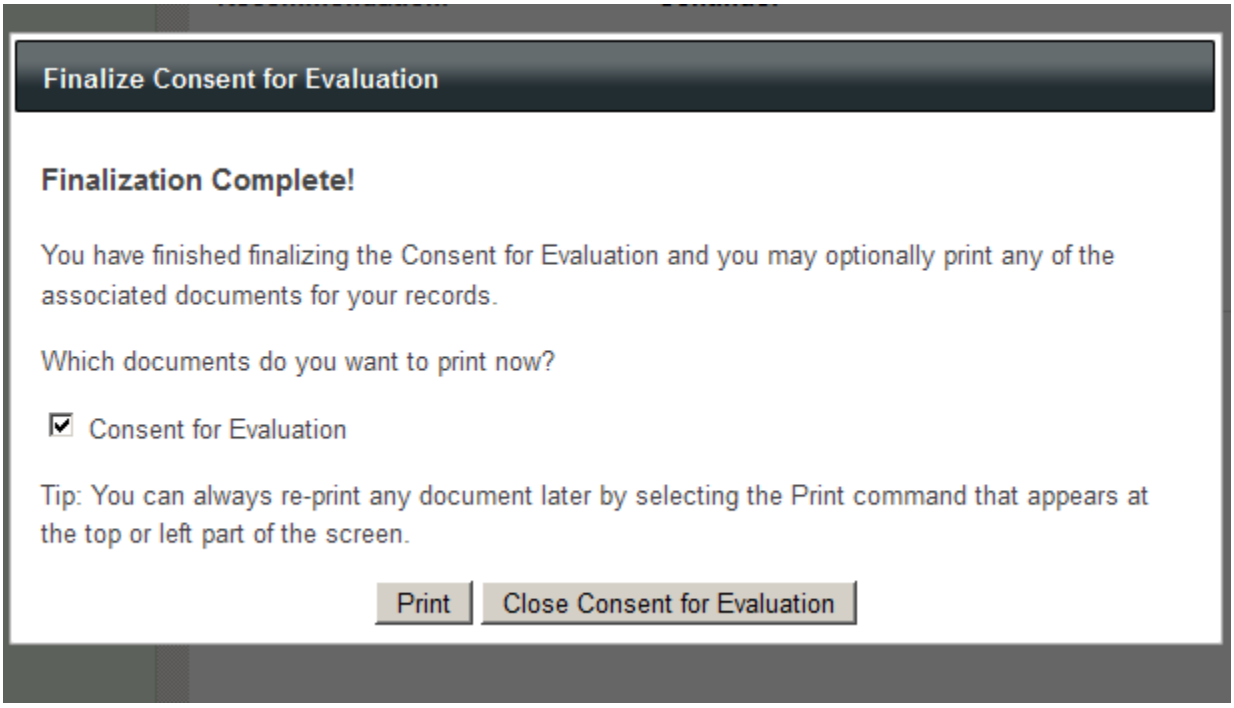
Click on 

and you will see this next screen:


Finalize Consent for Evaluation
Confirm Finalization
A review of the Consent for Evaluation found no validation problems that prevent it from being finalized.
The documents below are associated with the Consent for Evaluation. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Consent for Evaluation is finalized.
Consent for Evaluation
1 / 2
106%
ST. VRAIN VALLEY SCHOOLS
academic excellence by design
St. Vrain Valley Schools
Prior Notice & Consent for Evaluation
Adam Andrew Alonso
Legal Name of Student
06/30/1996
DOB
192574
LASID
7125582072
SASID
Dear Teresa Alonso:
Your permission and assistance are requested to determine if Adam has a disability requiring speci
The team is proposing the following: 300.503(b)(2)
To evaluate your child for special education eligibility. 300.300(a)
Based on a review of existing information, additional evaluation data are needed to determine if you
Cancel
Finalize
Language: English
Language Options

Proof read the document….

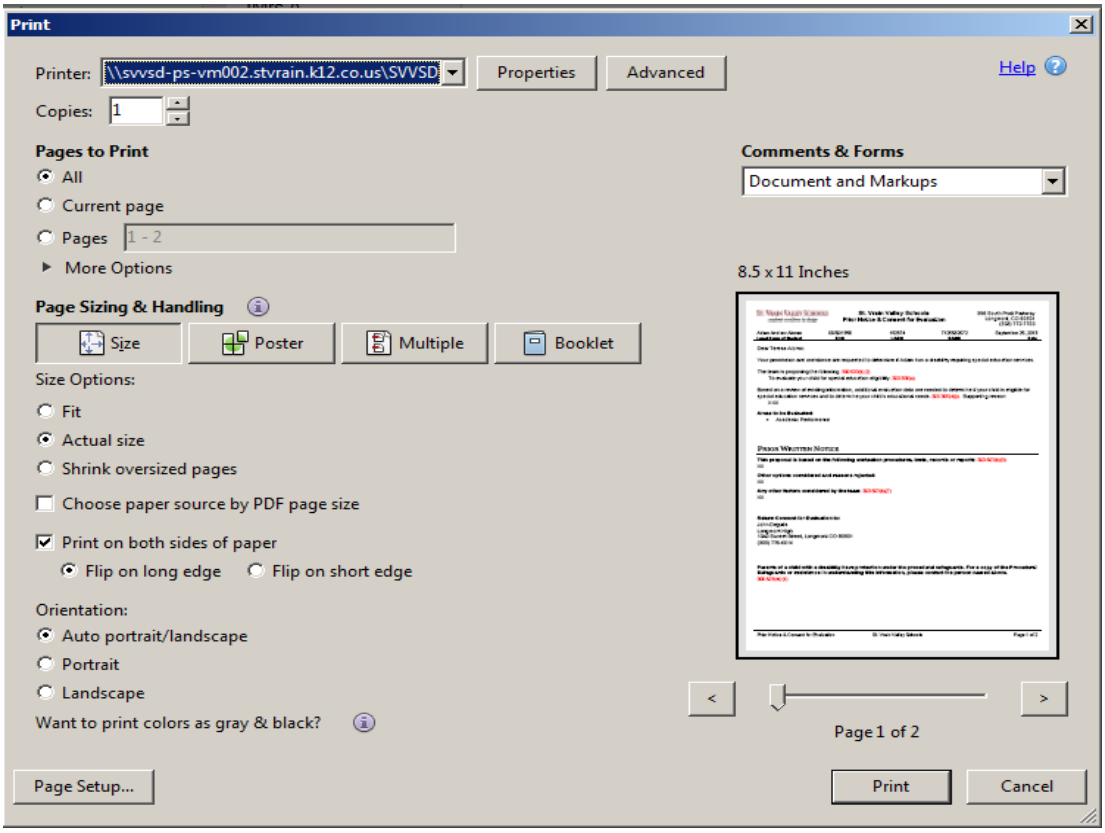
After proofreading the form, click on Finalize and you will see this box pop up:


Finalize Consent for Evaluation
Finalization Complete!
You have finished finalizing the Consent for Evaluation and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Consent for Evaluation
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Consent for Evaluation

At this point, you may choose to print the form to send home for parents to sign consent. To do this, select Print. Then you will see one of two things happen….

Printing the Consent Form

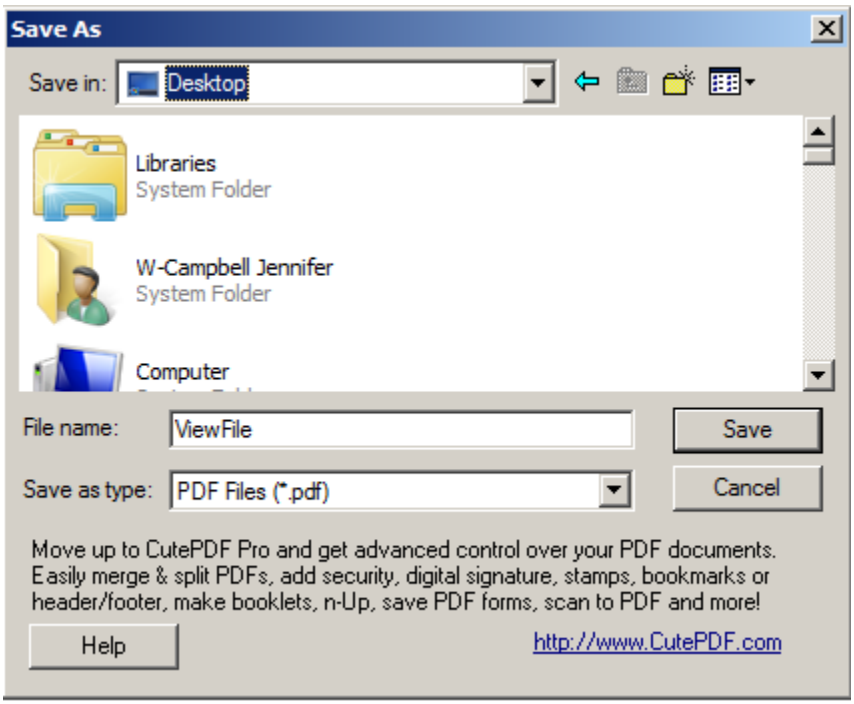
One possibility is this print dialogue box will pop up:



Save money and trees! Rather than selecting a printer to send a hard copy to parents,

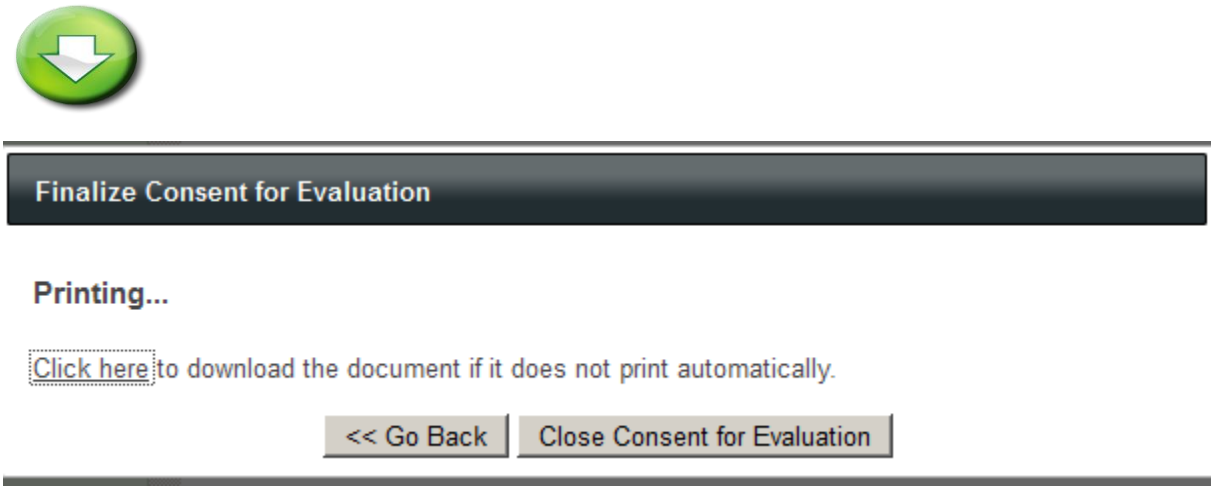
select "Cute PDF printer" from the printer drop-down menu.

when the “Save As” box appears (see below), you may save it to a location of your choice.

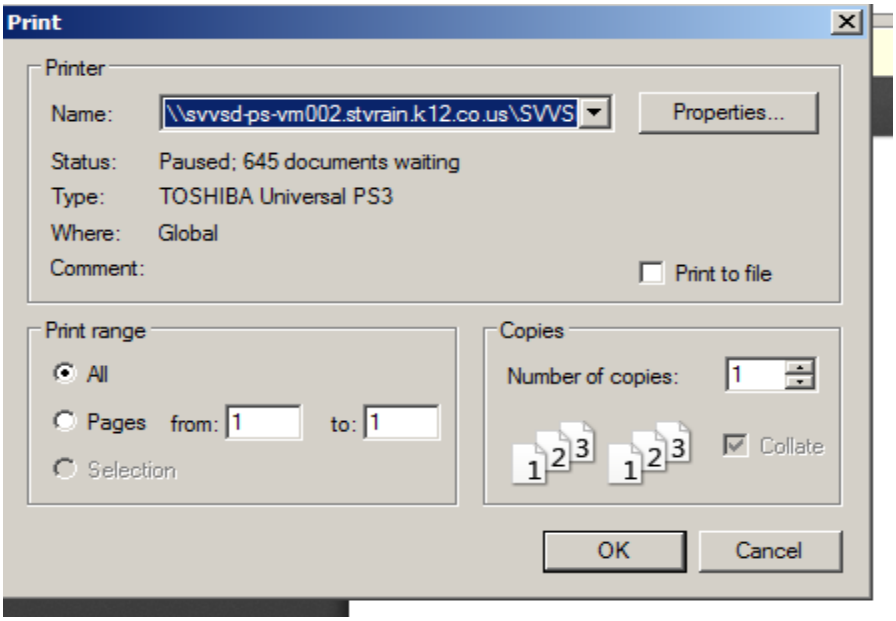


Then you can email the parent the consent form. Simply attach the consent form to your email by selecting the file from the location you saved it in.

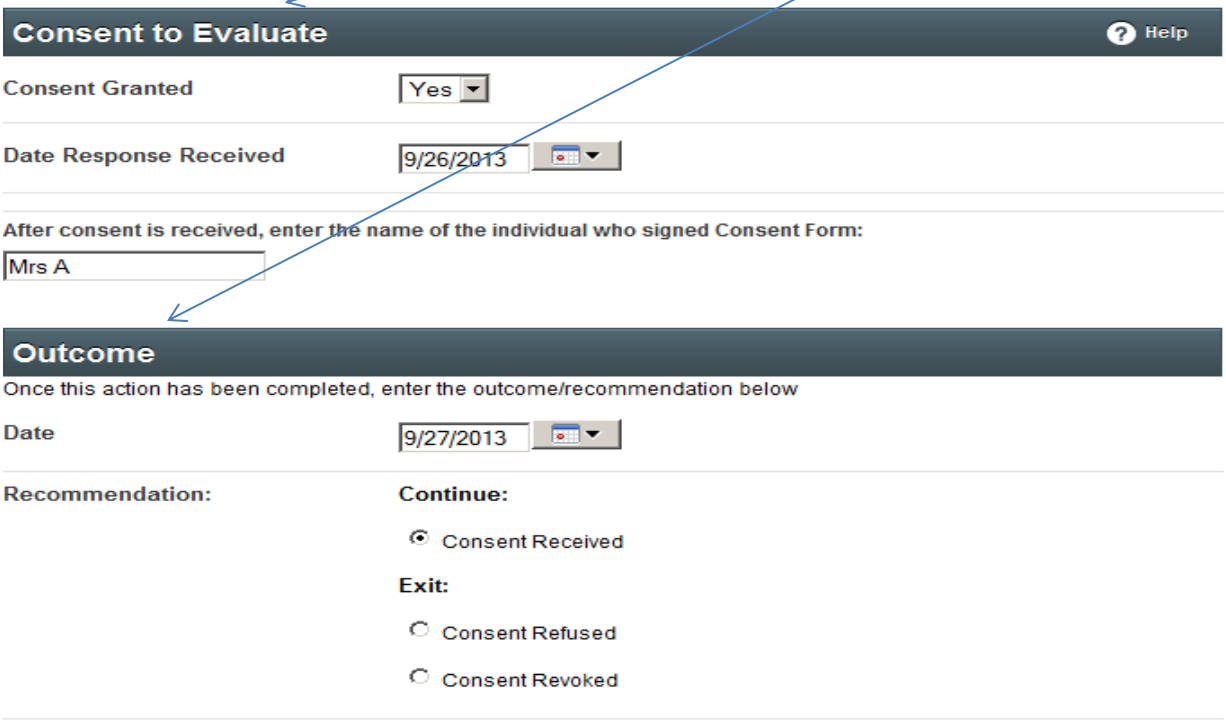
If the print dialogue box does not appear, then at this screen you will click where it says "Click here"


Finalize Consent for Evaluation
Printing...
Click here to download the document if it does not print automatically.
<< Go Back
Close Consent for Evaluation

And then this print box should appear for you.



Once you receive signed consent back from the parent, then complete the sections at the bottom (entitled "Consent to Evaluate" & "Outcome"). An example is provided:



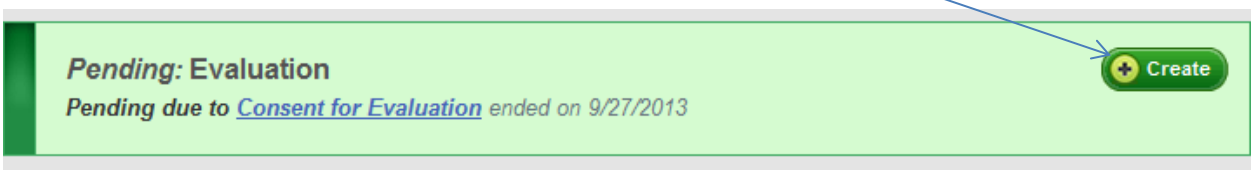
*Reminder: attach a scanned copy of the original signed consent form

(See the section on Attachments)

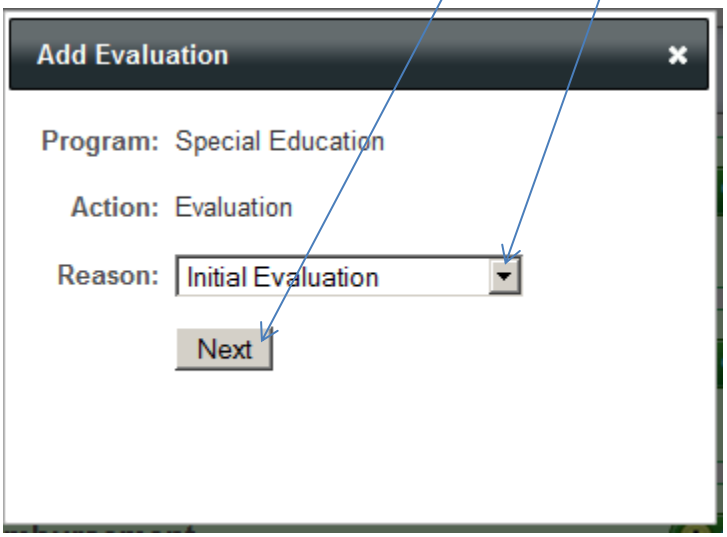
Click on Save and then Close at the bottom of the screen

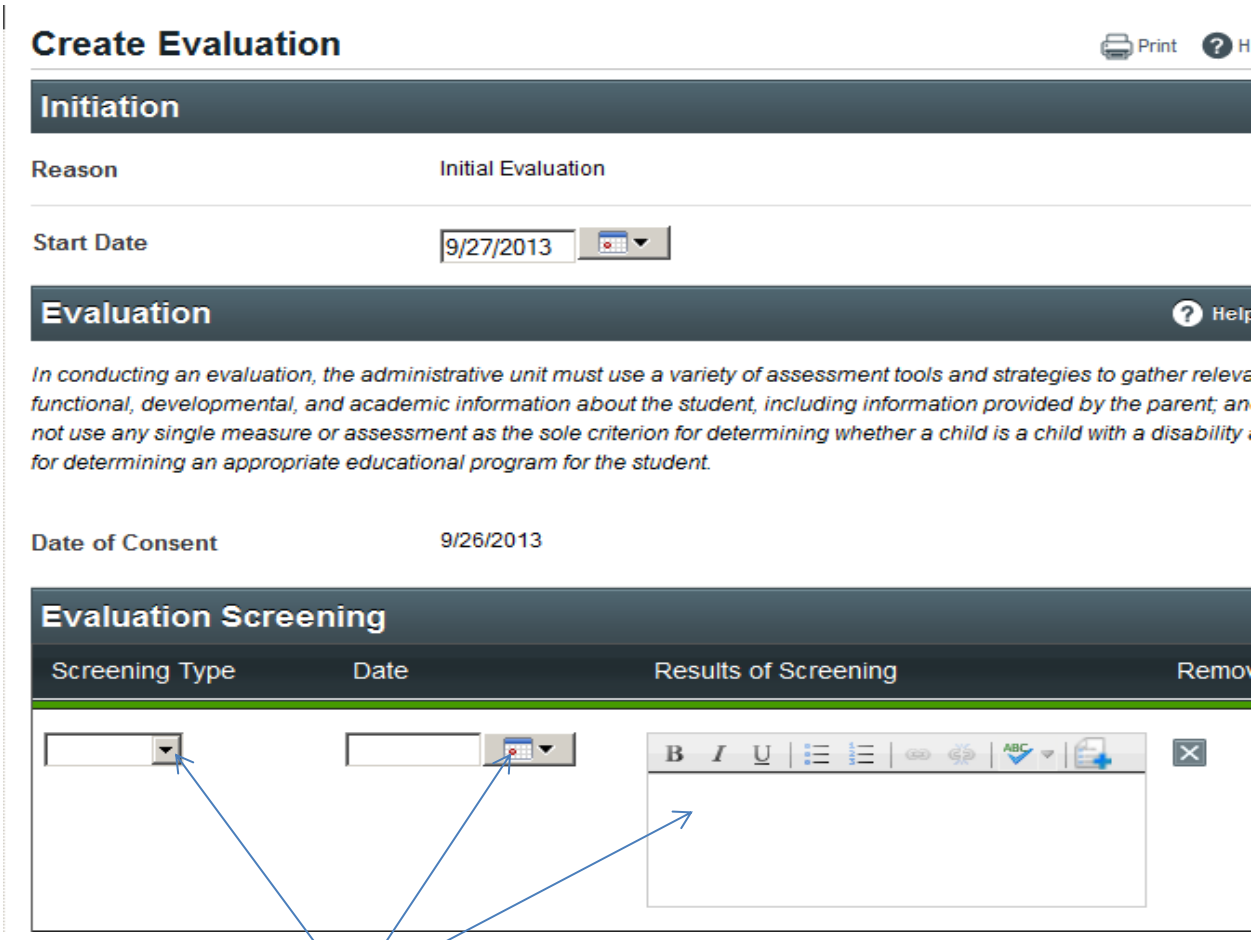
Step 3: Evaluation Event

Click on Create on the section that looks like the example below.



Clicking on "Create" opens up a box (see below). Choose "Initial Evaluation" from the drop-down menu, and select Next:



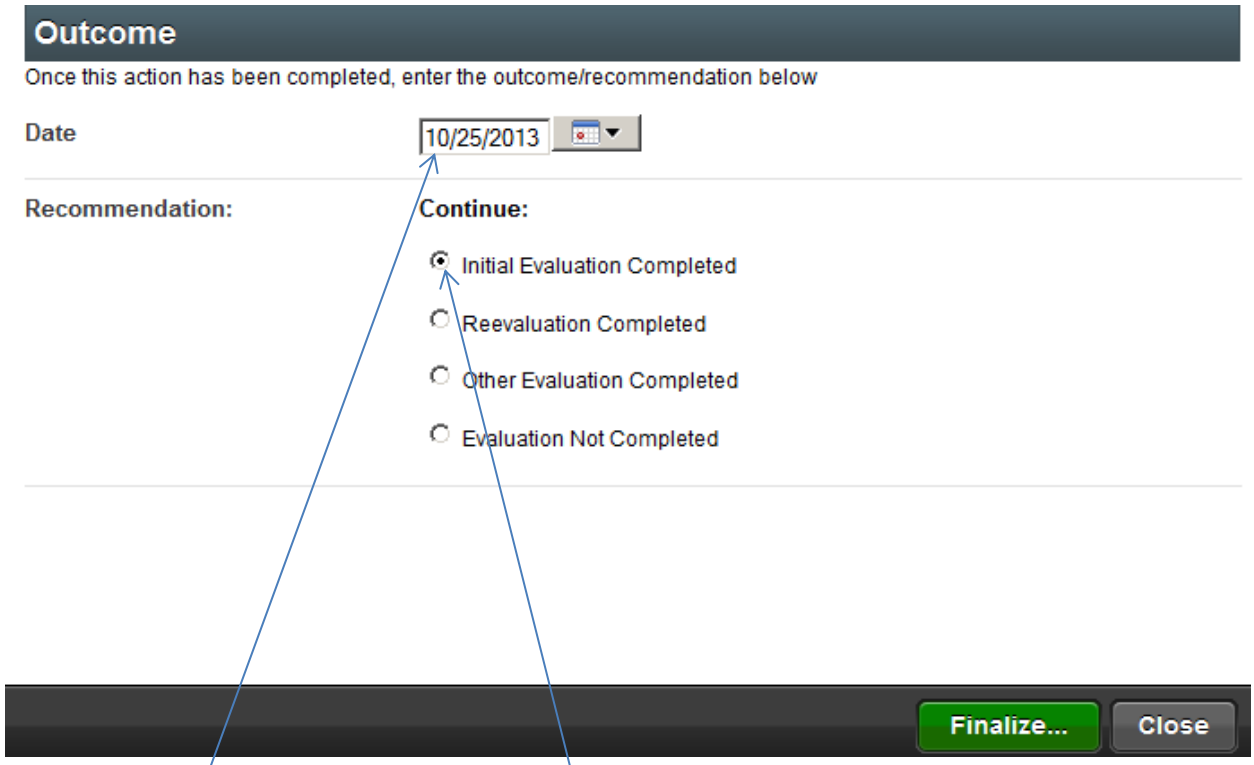

Create Evaluation
Print
Initiation
Reason
Initial Evaluation
Start Date
9/27/2013
Evaluation
In conducting an evaluation, the administrative unit must use a variety of assessment tools and strategies to gather releva
functional, developmental, and academic information about the student, including information provided by the parent; an
not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability
for determining an appropriate educational program for the student.
Date of Consent
9/26/2013
Evaluation Screening
Screening Type
Date
Results of Screening

Enter evaluation data from vision & hearing screenings, classroom observations, assessments, data collection, and other sources of information into the boxes provided on this screen.

Reminder:

Attach your narrative report in PDF format

(Please see the section on Attachments)



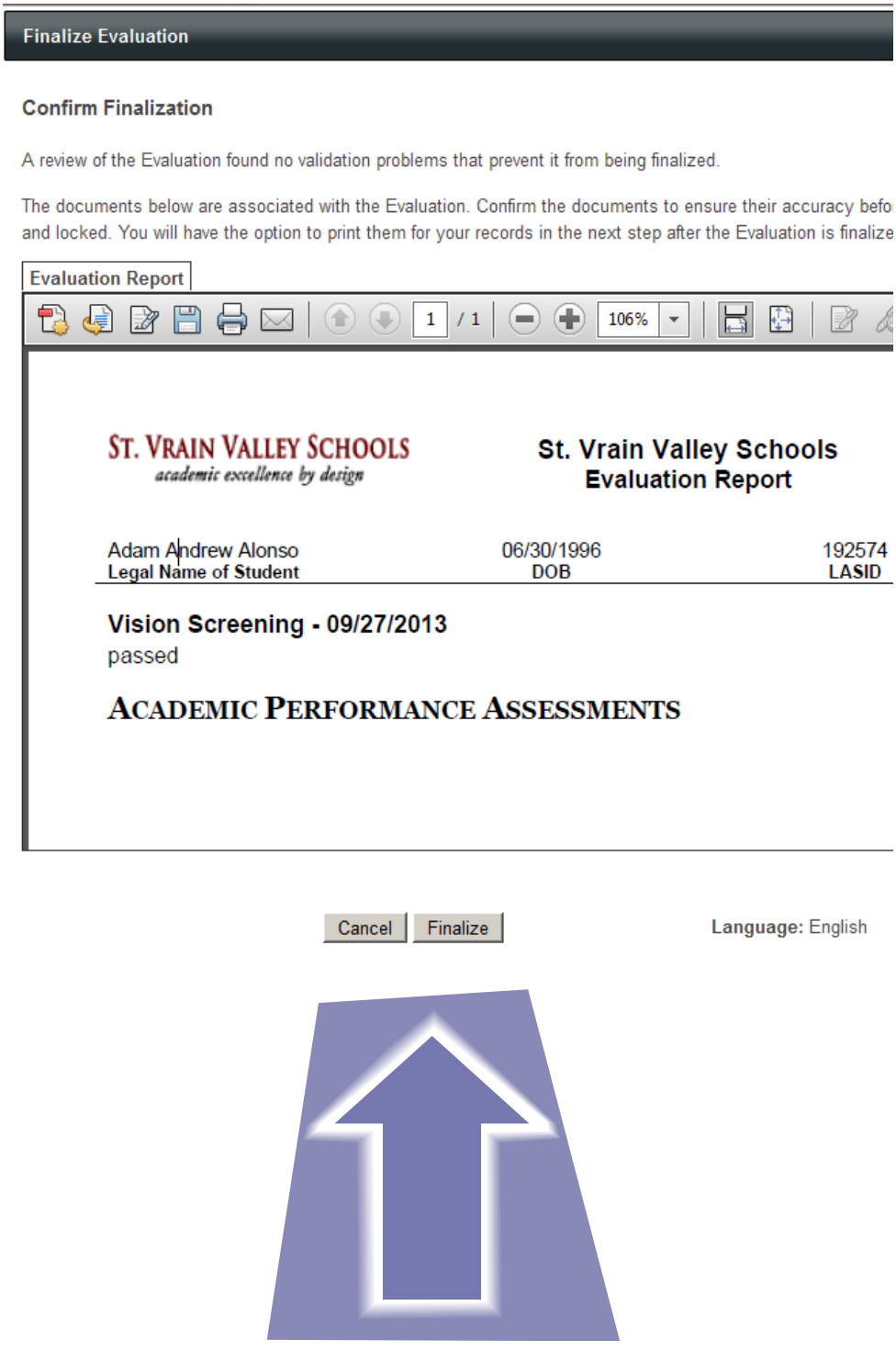
enter the date you completed the evaluation

choose "Initial Evaluation Completed"

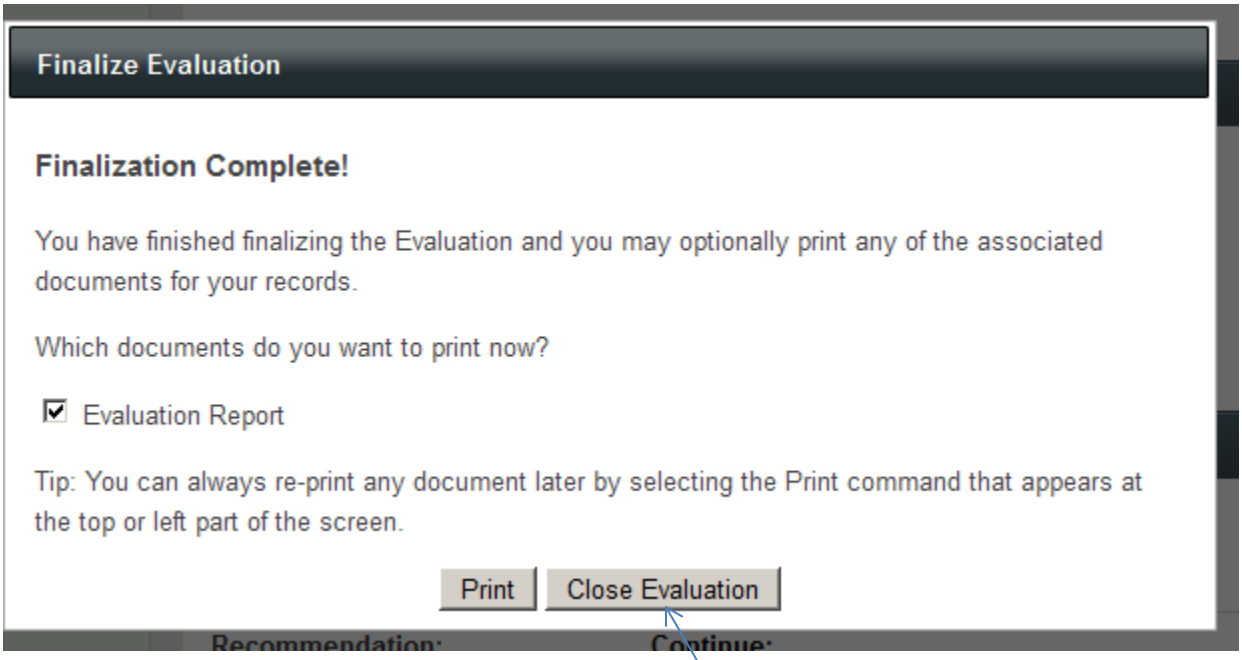
click Finalize

The next screen will allow you to review your narrative for accuracy

If the document looks okay, then select Finalize


Finalize Evaluation
Confirm Finalization
A review of the Evaluation found no validation problems that prevent it from being finalized.
The documents below are associated with the Evaluation. Confirm the documents to ensure their accuracy befo
and locked. You will have the option to print them for your records in the next step after the Evaluation is finalize
Evaluation Report
1 / 1
106%
ST. VRAIN VALLEY SCHOOLS
academic excellence by design
St. Vrain Valley Schools
Evaluation Report
Adam Andrew Alonso
Legal Name of Student
06/30/1996
DOB
192574
LASID
Vision Screening - 09/27/2013
passed
ACADEMIC PERFORMANCE ASSESSMENTS
Cancel
Finalize
Language: English

This box will appear


Finalize Evaluation
Finalization Complete!
You have finished finalizing the Evaluation and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Evaluation Report
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Evaluation

Page 11 steps will work for printing the evaluation report. Please opt to print as a PDF and send via email whenever possible to save trees and funds.

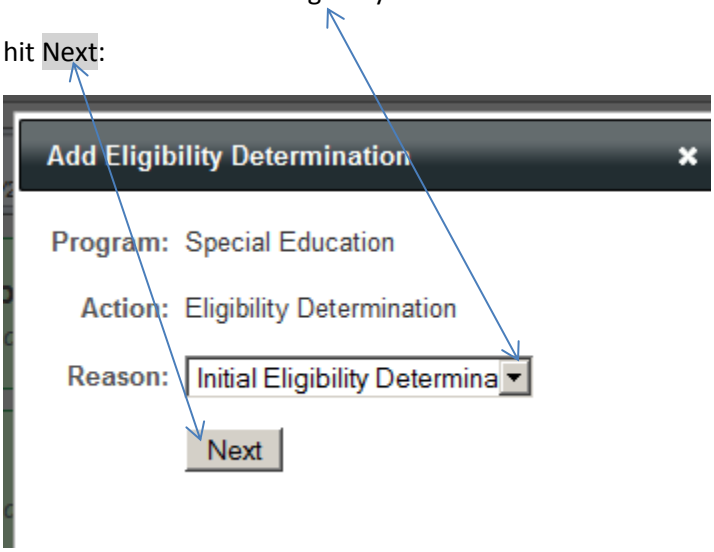
Click on "Close Evaluation"

Step 4: Eligibility Determination Event: Student Eligible

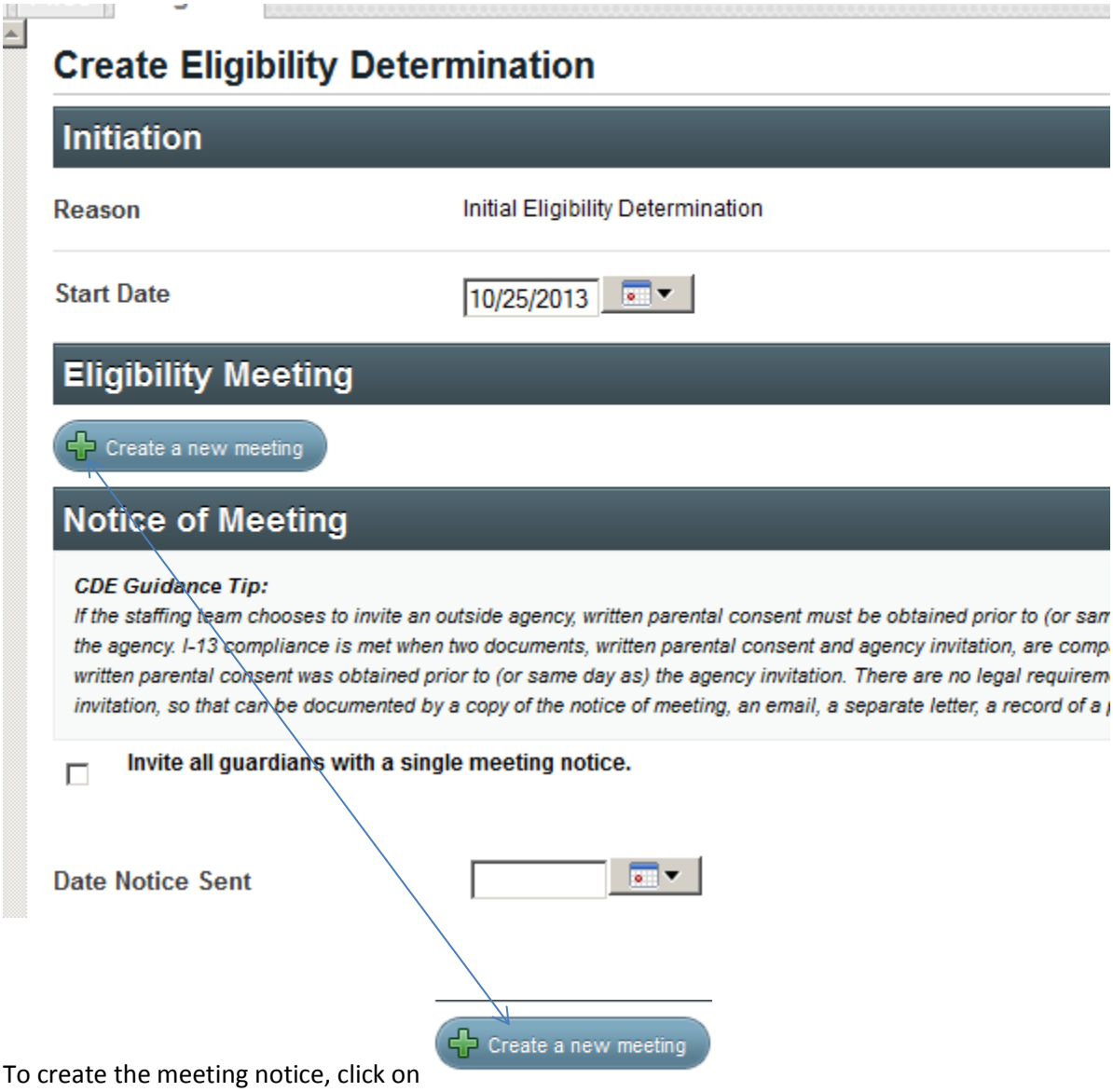
(See page __ of this manual for Student NOT Found Eligible)

Click on Create in "Eligibility Determination" box (as seen below):

You will choose "Initial Eligibility Determination" from the drop-down menu and hit Next:

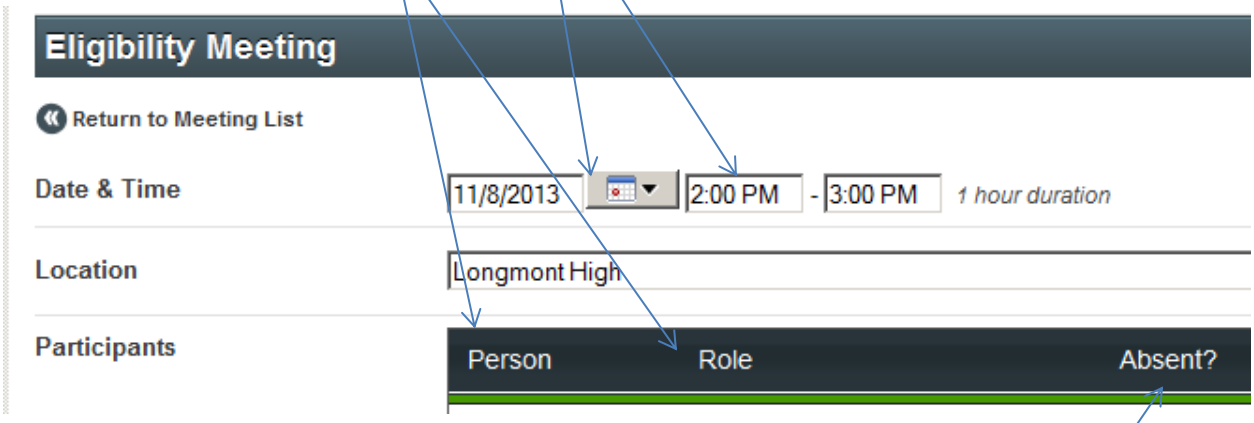


The Eligibility Determination event will pop up:


Create Eligibility Determination
Initiation
Reason
Initial Eligibility Determination
Start Date
10/25/2013
Eligibility Meeting
Create a new meeting
Notice of Meeting
CDE Guidance Tip:
If the staffing team chooses to invite an outside agency, written parental consent must be obtained prior to (or sam
the agency. I-13 compliance is met when two documents, written parental consent and agency invitation, are compl
written parental consent was obtained prior to (or same day as) the agency invitation. There are no legal requirem
invitation, so that can be documented by a copy of the notice of meeting, an email, a separate letter, a record of a
Invite all guardians with a single meeting notice.
Date Notice Sent
Create a new meeting

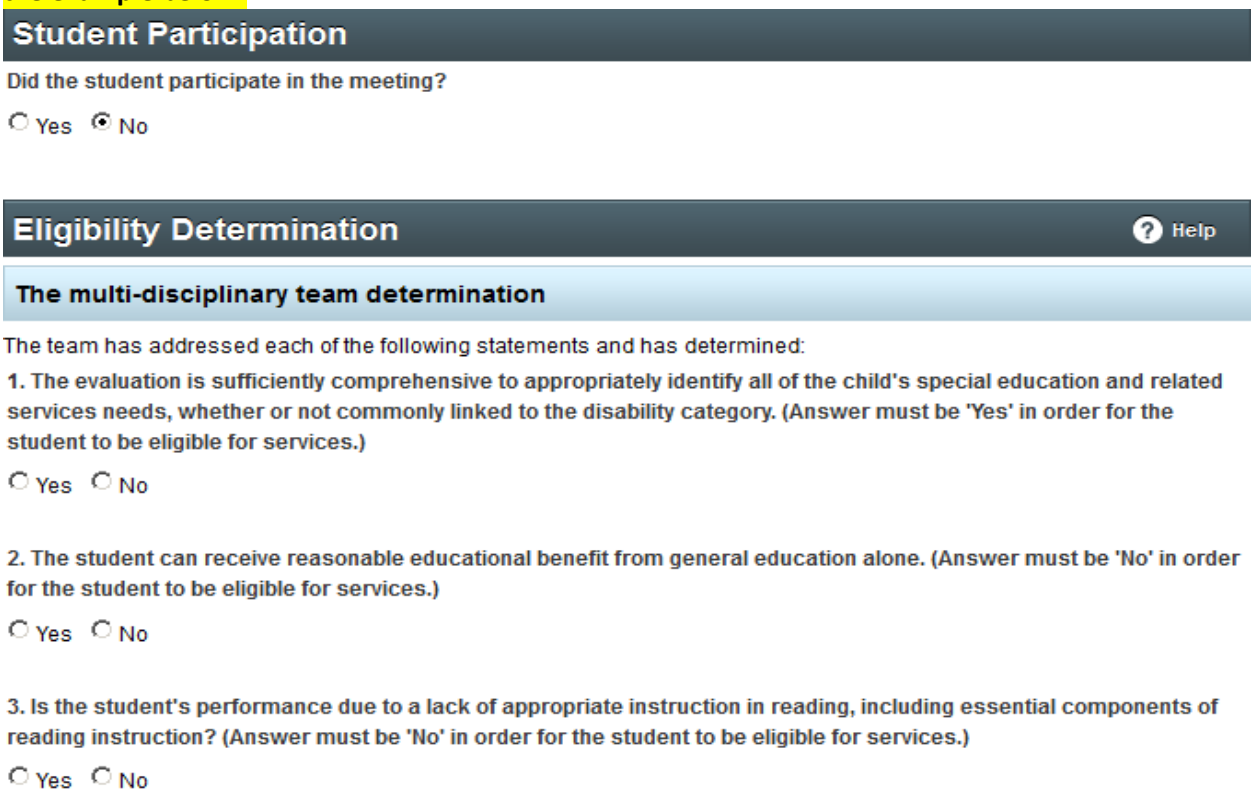
To create the meeting notice, click on

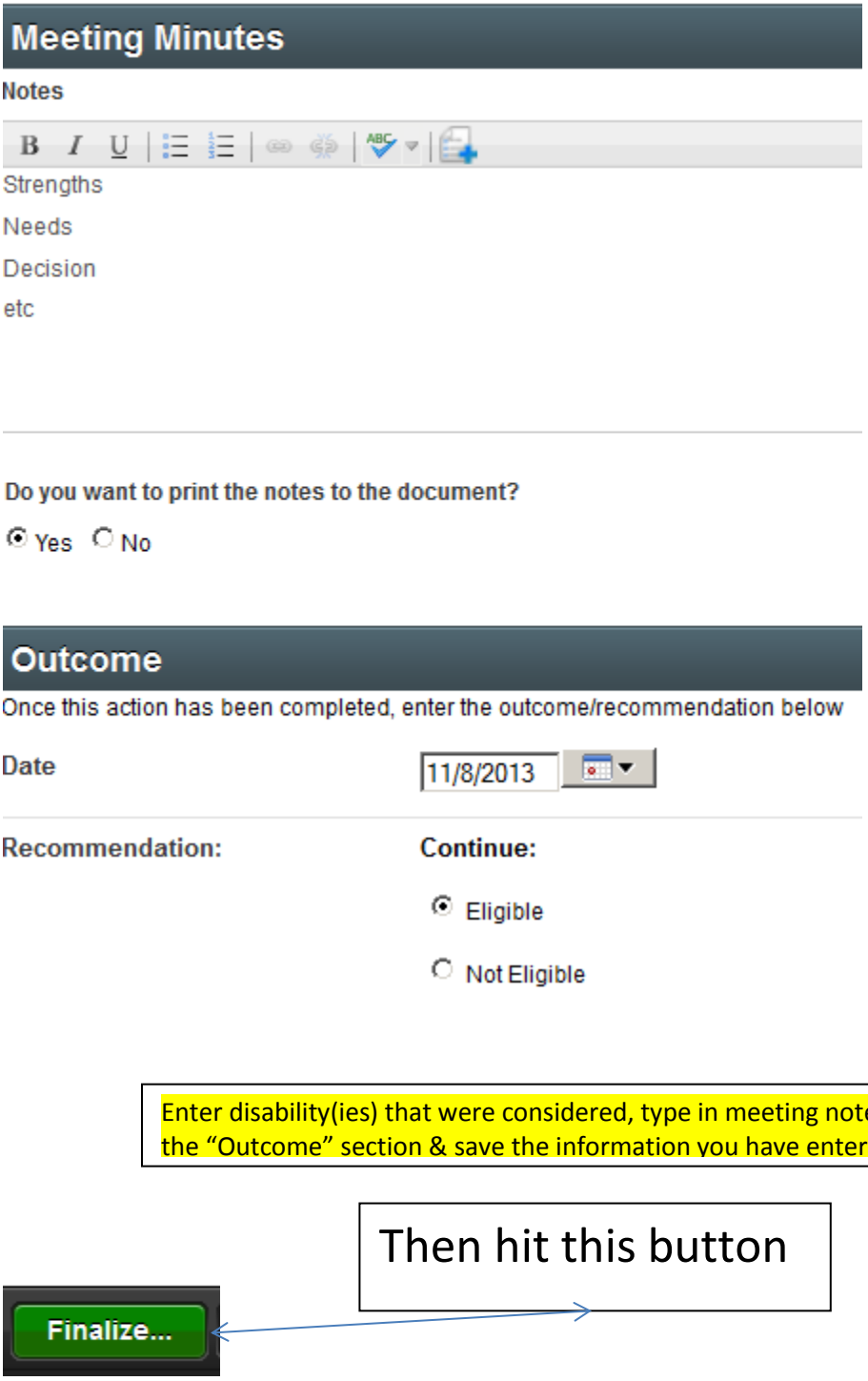
Enter the date & time for the meeting, & select invitees from drop-down menus:



If a staff member is not able to attend the meeting, then click in the box under "Absent?" and it will generate an Excusal form for parents to sign.

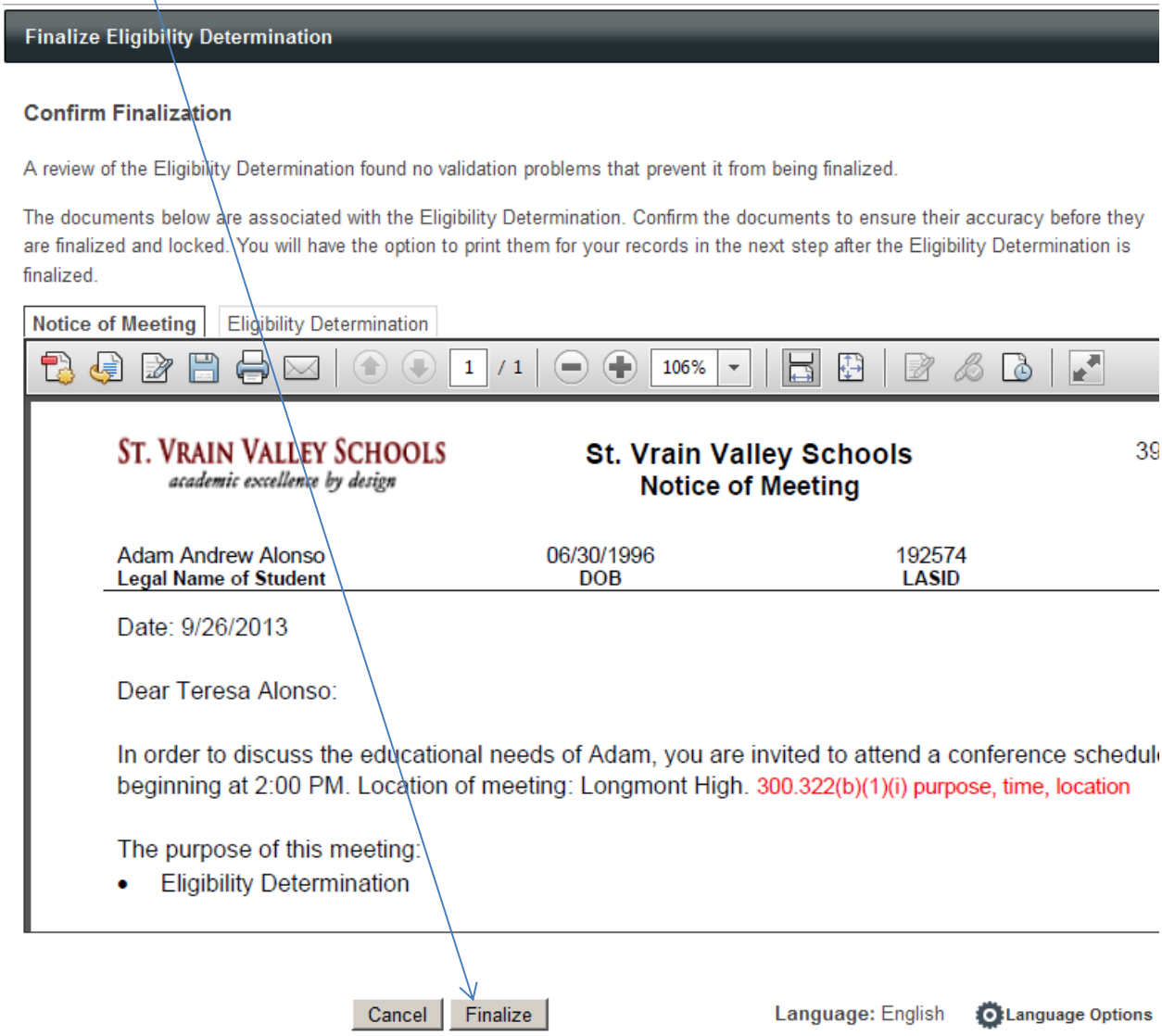
After the Eligibility Determination meeting is held, complete the sections at the bottom, that look like the example below:

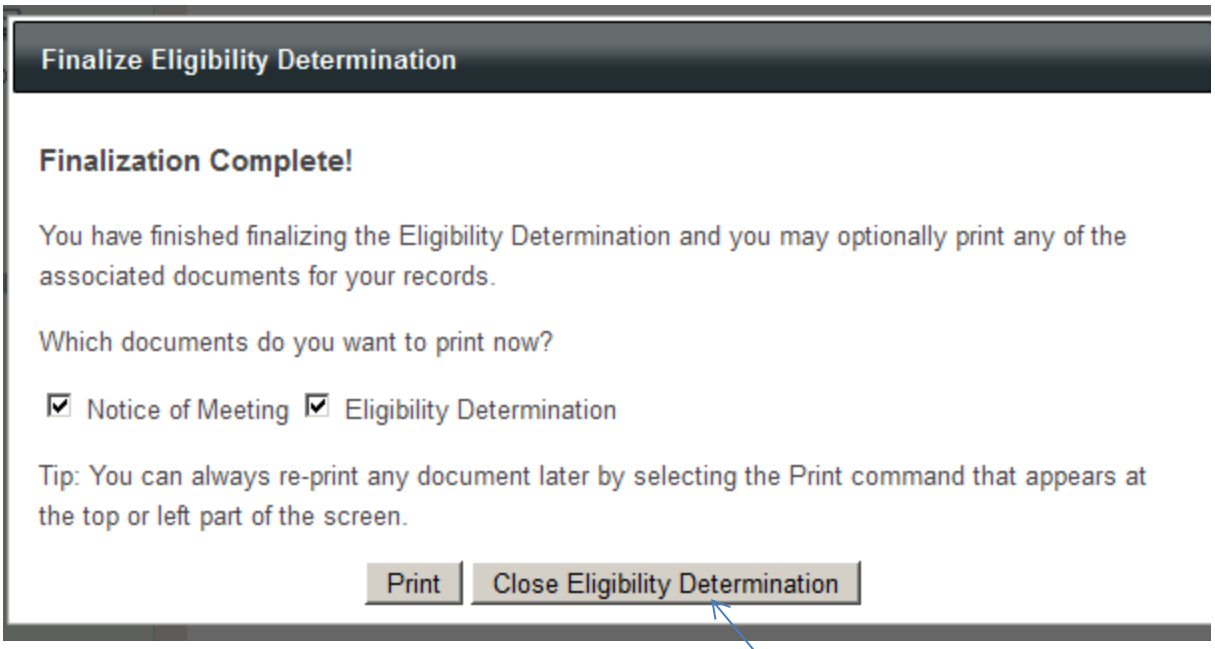

Student Participation
Did the student participate in the meeting?
Yes
No
Eligibility Determination
Help
The multi-disciplinary team determination
The team has addressed each of the following statements and has determined:
1. The evaluation is sufficiently comprehensive to appropriately identify all of the child's special education and related services needs, whether or not commonly linked to the disability category. (Answer must be 'Yes' in order for the student to be eligible for services.)
Yes
No
2. The student can receive reasonable educational benefit from general education alone. (Answer must be 'No' in order for the student to be eligible for services.)
Yes
No
3. Is the student's performance due to a lack of appropriate instruction in reading, including essential components of reading instruction? (Answer must be 'No' in order for the student to be eligible for services.)
Yes
No


Meeting Minutes
Notes
Strengths
Needs
Decision
etc
Do you want to print the notes to the document?
Yes
No
Outcome
Once this action has been completed, enter the outcome/recommendation below
Date
11/8/2013
Recommendation:
Continue:
Eligible
Not Eligible
Enter disability(ies) that were considered, type in meeting notes, complete the "Outcome" section & save the information you have entered,
Then hit this button
Finalize...

Preview your documents for accuracy

Click on Finalize when everything looks ready


Finalize Eligibility Determination
Confirm Finalization
A review of the Eligibility Determination found no validation problems that prevent it from being finalized.
The documents below are associated with the Eligibility Determination. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Eligibility Determination is finalized.
Notice of Meeting
Eligibility Determination
1 / 1
106%
ST. VRAIN VALLEY SCHOOLS
academic excellence by design
St. Vrain Valley Schools
Notice of Meeting
Adam Andrew Alonso
Legal Name of Student
06/30/1996
DOB
192574
LASID
Date: 9/26/2013
Dear Teresa Alonso:
In order to discuss the educational needs of Adam, you are invited to attend a conference schedul
beginning at 2:00 PM. Location of meeting: Longmont High. 300.322(b)(1)(i) purpose, time, location
The purpose of this meeting:
Eligibility Determination
Cancel
Finalize
Language: English
Language Options


Finalize Eligibility Determination
Finalization Complete!
You have finished finalizing the Eligibility Determination and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Notice of Meeting
Eligibility Determination
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Eligibility Determination

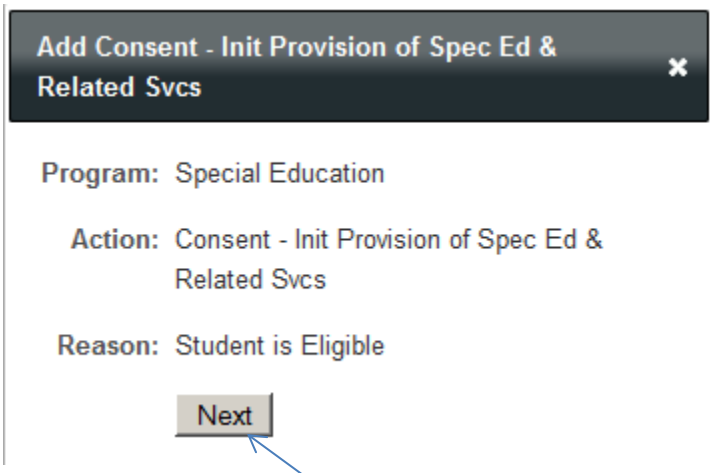
When this dialogue box pops up, close the Eligibility Determination

STUDENT IS ELIGIBLE

Step 5: Consent for Initial Provision of Special Education & Related Services

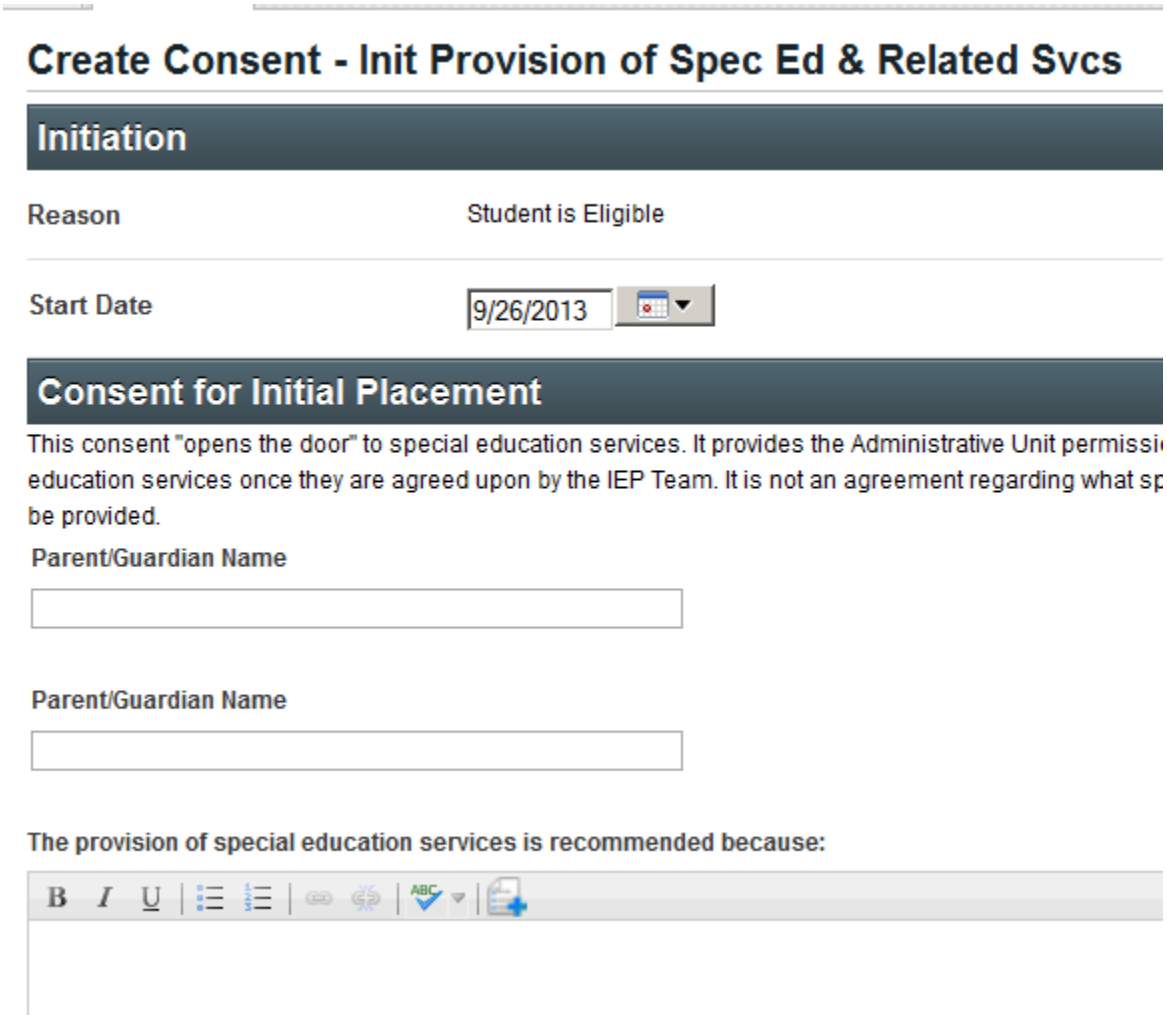
Click on "Create" in the box (like below) to create the "Consent for Initial Provision of Special Education & Related Services" if the student was found eligible at the meeting

After you click on “Create” it will bring up a dialogue box like this example:

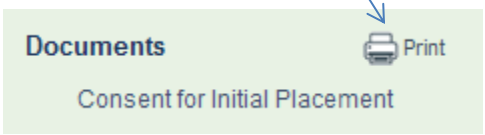

Add Consent - Init Provision of Spec Ed & Related Svcs
Program: Special Education
Action: Consent - Init Provision of Spec Ed & Related Svcs
Reason: Student is Eligible
Next

Click on Next and then….

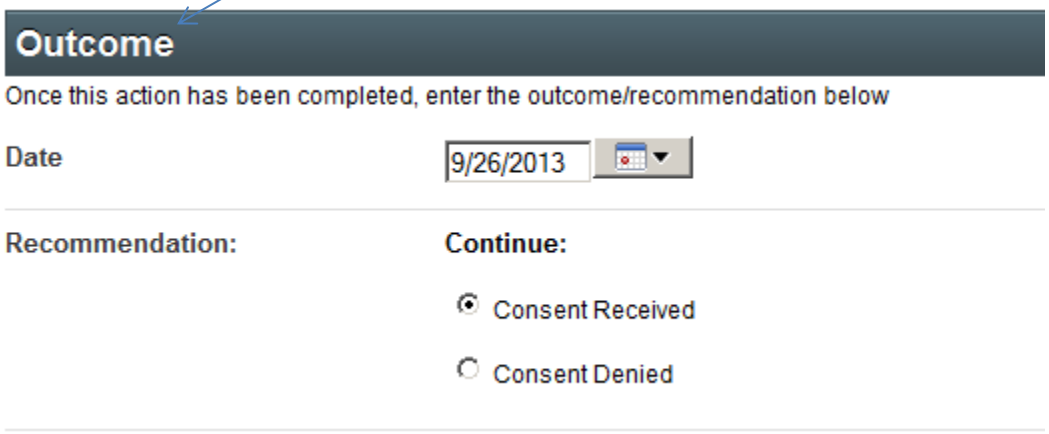
Enter data into this event:


Create Consent - Init Provision of Spec Ed & Related Svcs
Initiation
Reason
Student is Eligible
Start Date
9/26/2013
Consent for Initial Placement
This consent "opens the door" to special education services. It provides the Administrative Unit permissi
education services once they are agreed upon by the IEP Team. It is not an agreement regarding what sp
be provided.
Parent/Guardian Name
Parent/Guardian Name
The provision of special education services is recommended because:

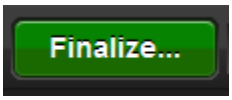
On the left side of the screen, you can see the option to print the Initial Provision for parents to sign



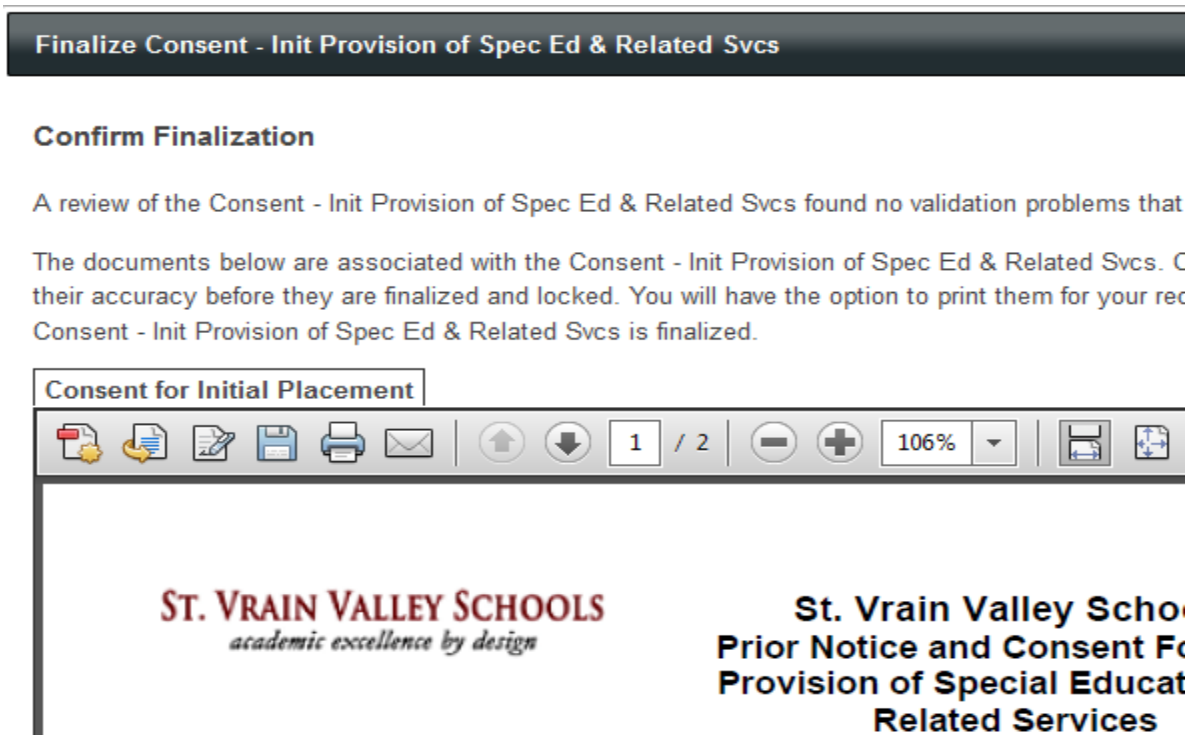
After parents sign the form, then complete the "Outcome" section:



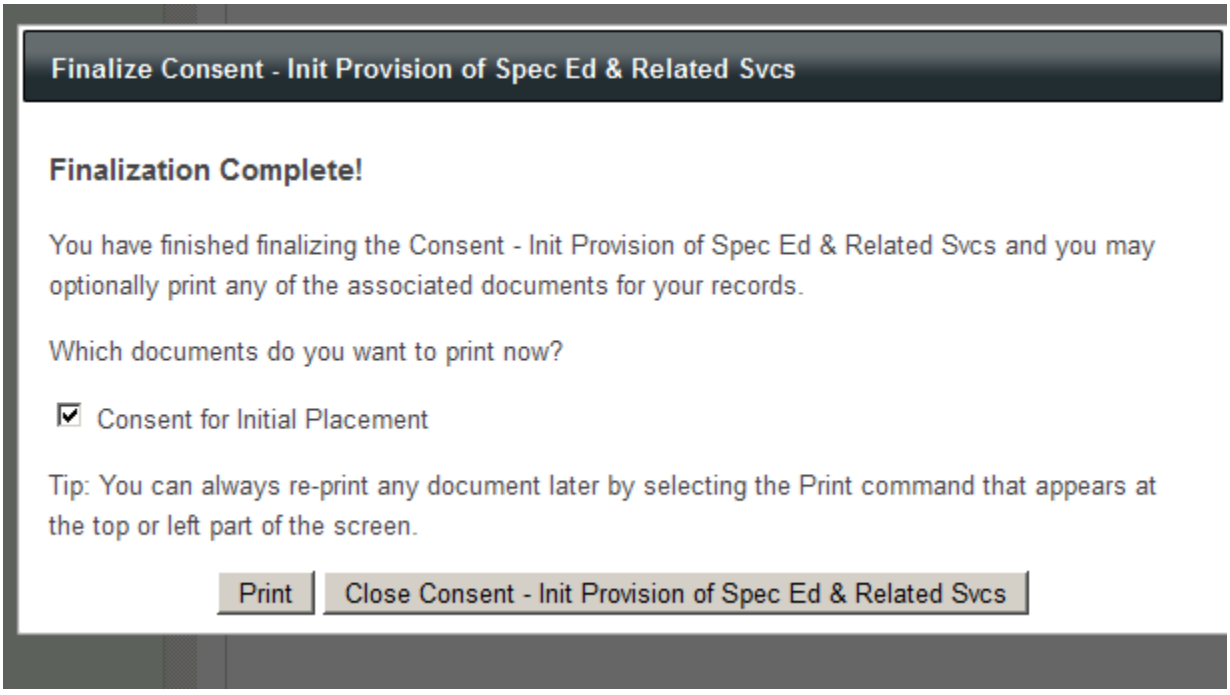
Once you finish, you click on



Proof read your document and choose Finalize

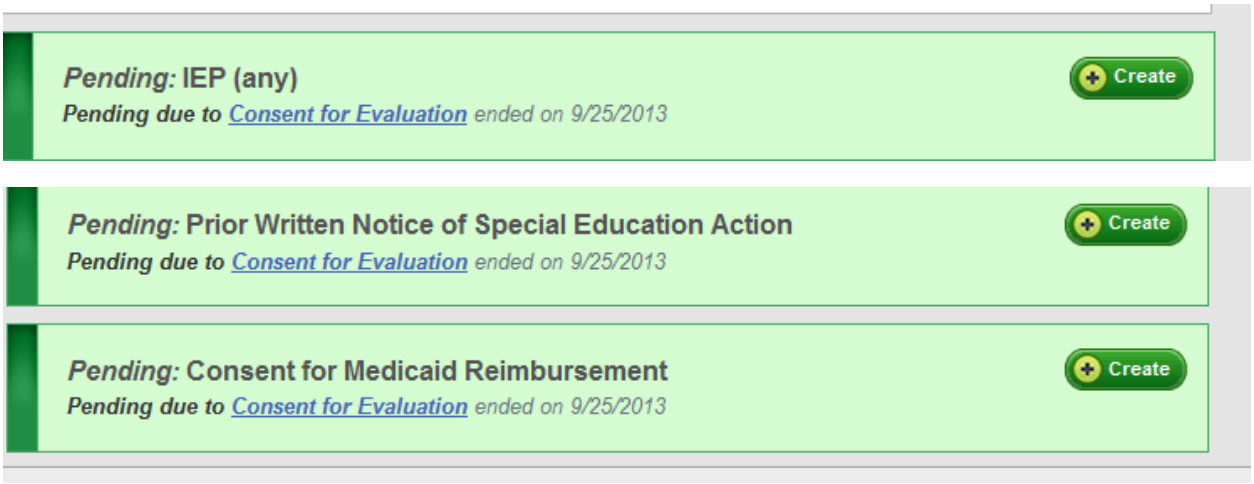

Finalize Consent - Init Provision of Spec Ed & Related Svcs
Confirm Finalization
A review of the Consent - Init Provision of Spec Ed & Related Svcs found no validation problems that
The documents below are associated with the Consent - Init Provision of Spec Ed & Related Svcs. C
their accuracy before they are finalized and locked. You will have the option to print them for your rec
Consent - Init Provision of Spec Ed & Related Svcs is finalized.
Consent for Initial Placement
1 / 2
106%
ST. VRAIN VALLEY SCHOOLS
academic excellence by design
St. Vrain Valley Scho
Prior Notice and Consent Fo
Provision of Special Educat
Related Services

Then you will see this screen:


Finalize Consent - Init Provision of Spec Ed & Related Svcs
Finalization Complete!
You have finished finalizing the Consent - Init Provision of Spec Ed & Related Svcs and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Consent for Initial Placement
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Consent - Init Provision of Spec Ed & Related Svcs

Click on Close Consent- Init Provision of Spec Ed & Related Svcs

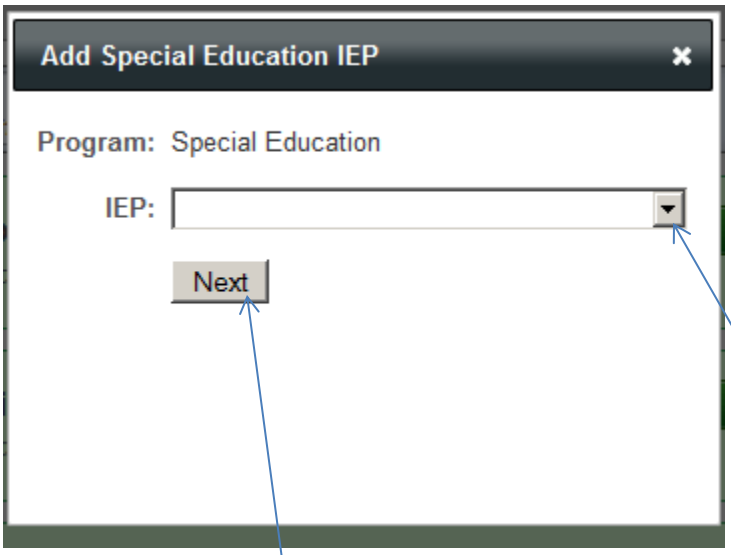
Next you will complete the IEP, PWN for Sped Action and the Medicaid forms – each of these are separate events that look like this:


Pending: IEP (any)
Pending due to Consent for Evaluation ended on 9/25/2013
Create
Pending: Prior Written Notice of Special Education Action
Pending due to Consent for Evaluation ended on 9/25/2013
Create
Pending: Consent for Medicaid Reimbursement
Pending due to Consent for Evaluation ended on 9/25/2013
Create

Step 6: Create the IEP Event

To start the IEP document, click on Create on the section of the screen that looks like this screen shot:

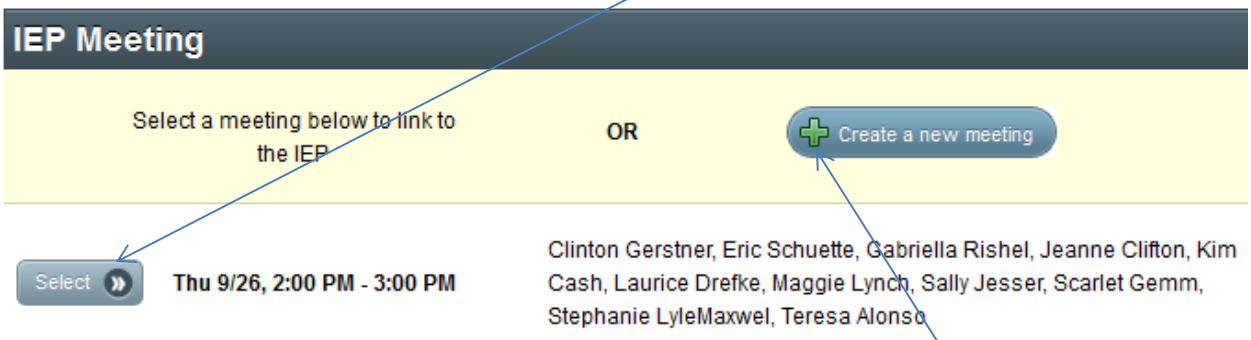
When this appears,



Select what type of IEP it is from the drop-down menu options:
[IEP – Early Childhood (3-5), IEP – School Age (6-14) & IEP - Transition (15+)]

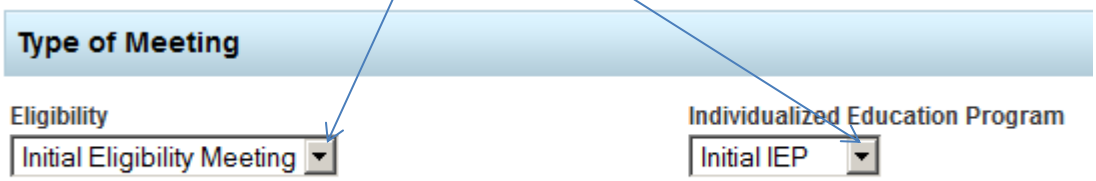
& then click on Next after you have selected IEP type

With the next screen (seen below), you can select the meeting date listed *if the IEP will be held the same day/time as the Eligibility meeting*,


IEP Meeting
Select a meeting below to link to the IEP
OR
Create a new meeting
Select
Thu 9/26, 2:00 PM - 3:00 PM
Clinton Gerstner, Eric Schuette, Gabriella Rishel, Jeanne Clifton, Kim Cash, Laurice Drefke, Maggie Lynch, Sally Jesser, Scarlet Gemm, Stephanie LyleMaxwel, Teresa Alonso

or you can create a new meeting

Next, make sure to indicate the type of meeting. For both the Eligibility & IEP select "Initial"



Then you will complete the IEP by adding in your goals, service minutes, accommodations, etc. Remember to hit the green save button as you enter your data.

For the "Consideration of Special Factors" (seen below), make sure to attach additional items, if needed. For example, if the student has a health care plan, please attach it to the IEP.

Consideration of Special Factors

Does this student exhibit behavior that requires a Behavior Intervention Plan

○ Yes ◉ No

Is the student deaf-blind?

○ Yes ◉ No

Is the student deaf or hard of hearing?

○ Yes ◉ No

Is the student blind or visually impaired?

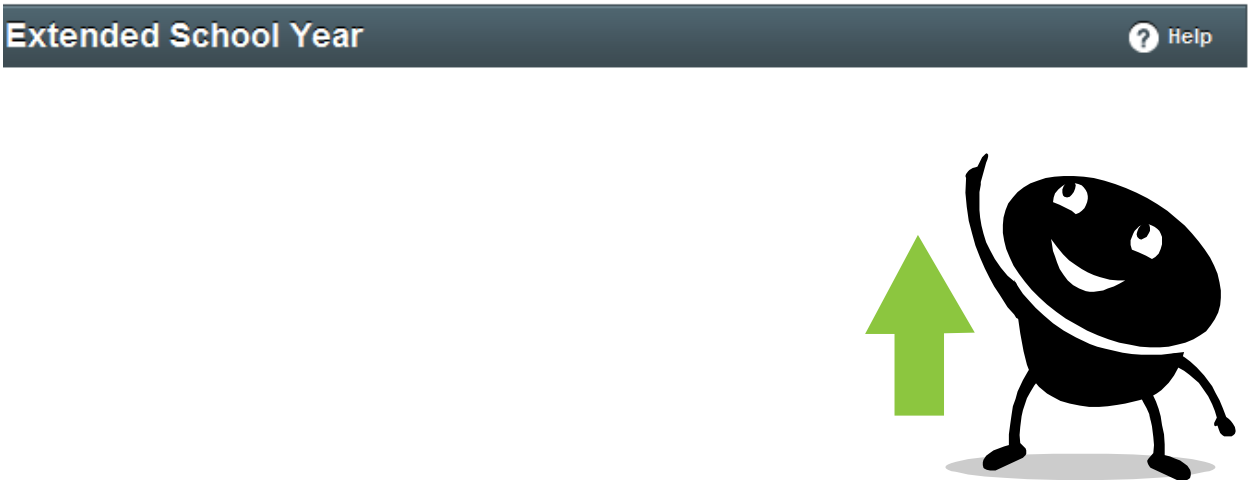
○ Yes ◉ No

Does the student require a Health Care Plan?

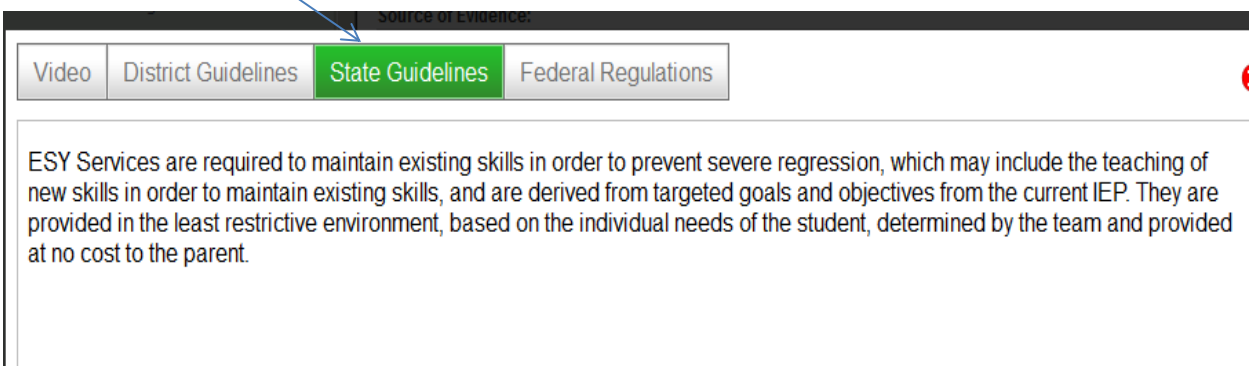
○ Yes ◉ No

Need Help?

As you complete the IEP, please take note that in each section, there is a help section on the right side (as seen below).



These help sections offer useful tools such as videos, district guidelines, state guidelines, and information about federal regulations. In the example, below, the person selected state regulations on ESY.


Source of Evidence:
Video
District Guidelines
State Guidelines
Federal Regulations
ESY Services are required to maintain existing skills in order to prevent severe regression, which may include the teaching of new skills in order to maintain existing skills, and are derived from targeted goals and objectives from the current IEP. They are provided in the least restrictive environment, based on the individual needs of the student, determined by the team and provided at no cost to the parent.

Continuing with the IEP document…

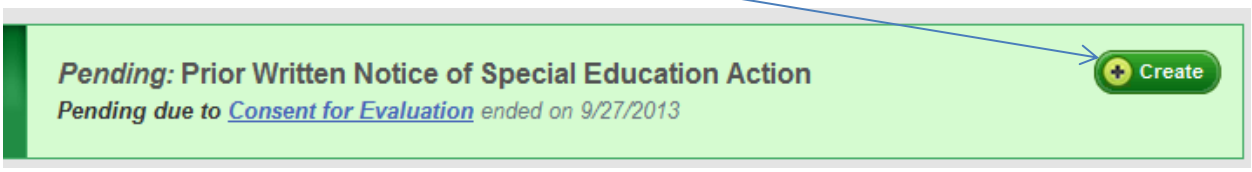
Reminder:

After you have entered all the pieces for the IEP, save your work.

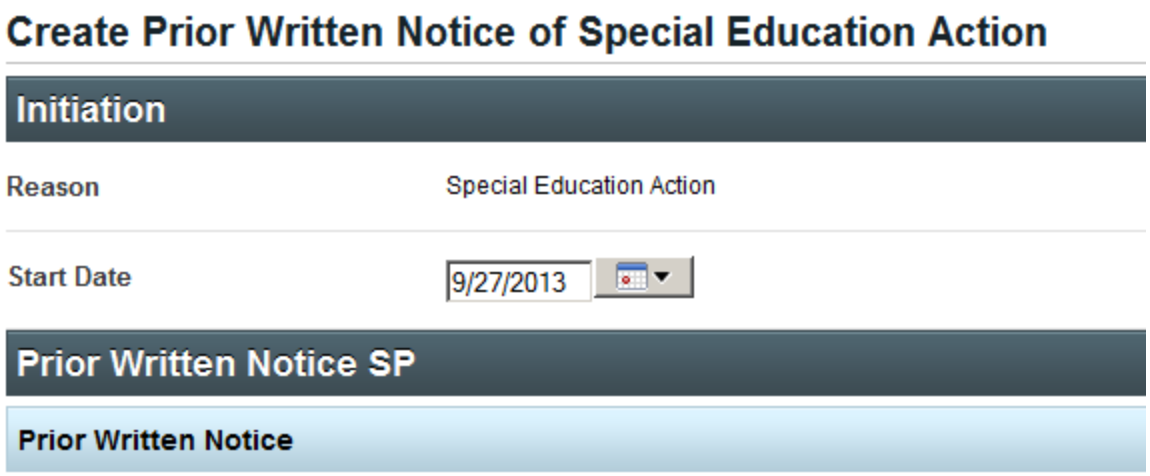
Close your finished IEP and get ready to create the PWN of Special Ed Action and Medicaid events

Step 7: Prior Written Notice of Special Education Action

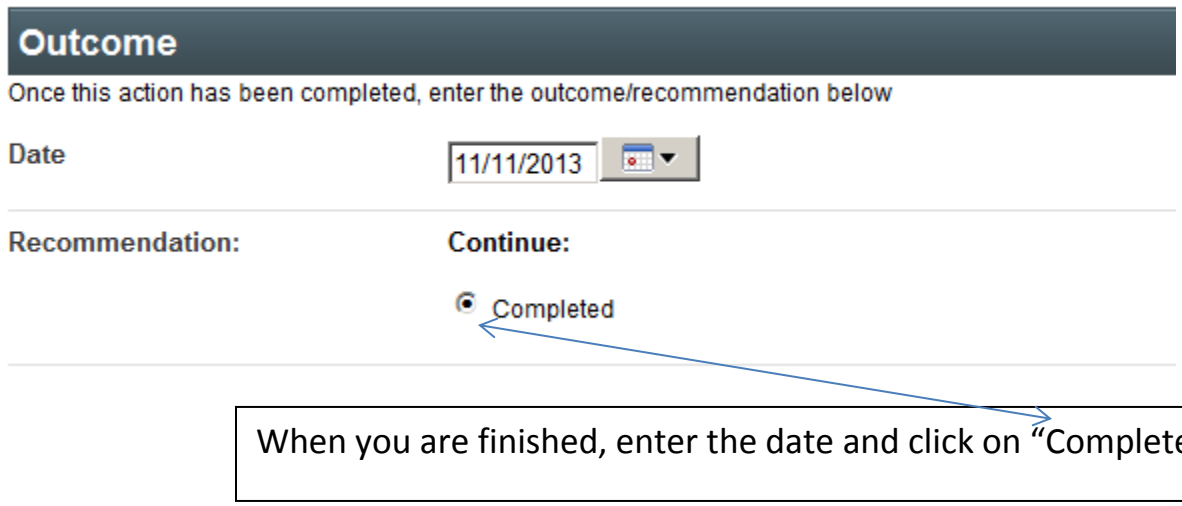
Click on the "Create" button to start the Prior Written Notice (PWN) of Special Education Action


Pending: Prior Written Notice of Special Education Action
Pending due to Consent for Evaluation ended on 9/27/2013
Create

The Prior Written Notice of Special Education Action is a separate event. This document is critical; it provides information about the date of IEP implementation, the date parents receive notice of the IEP, and it describes the decisions that have been made at the meeting.

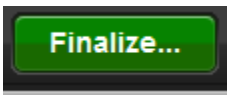


Enter your information and save it as you work.

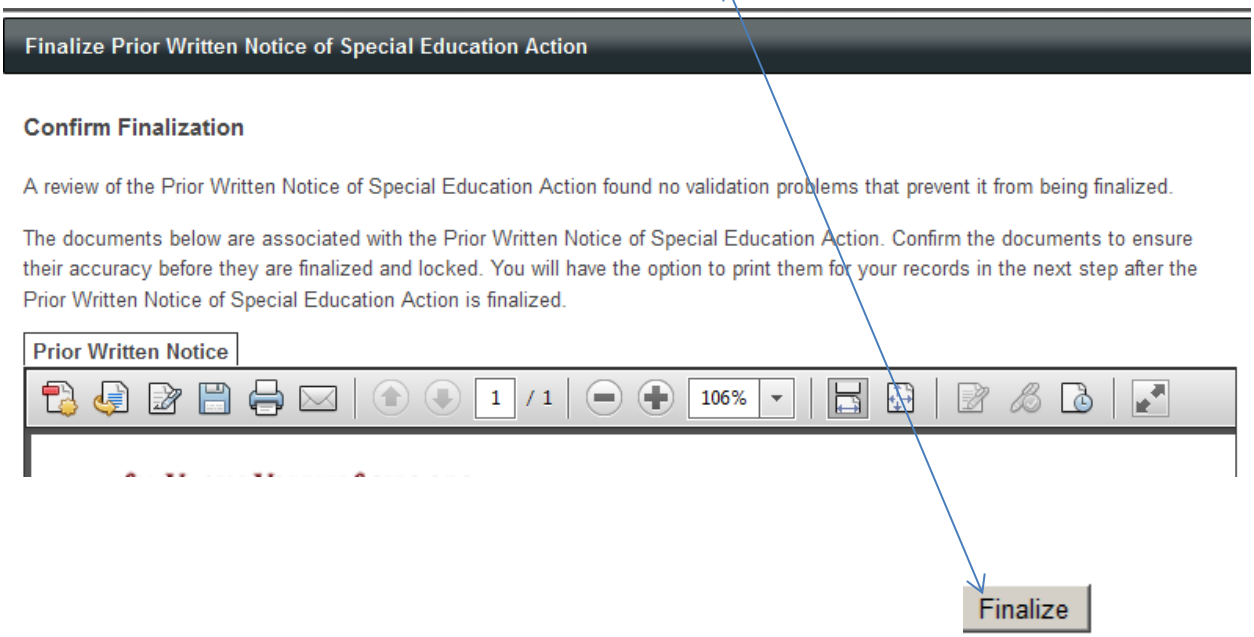


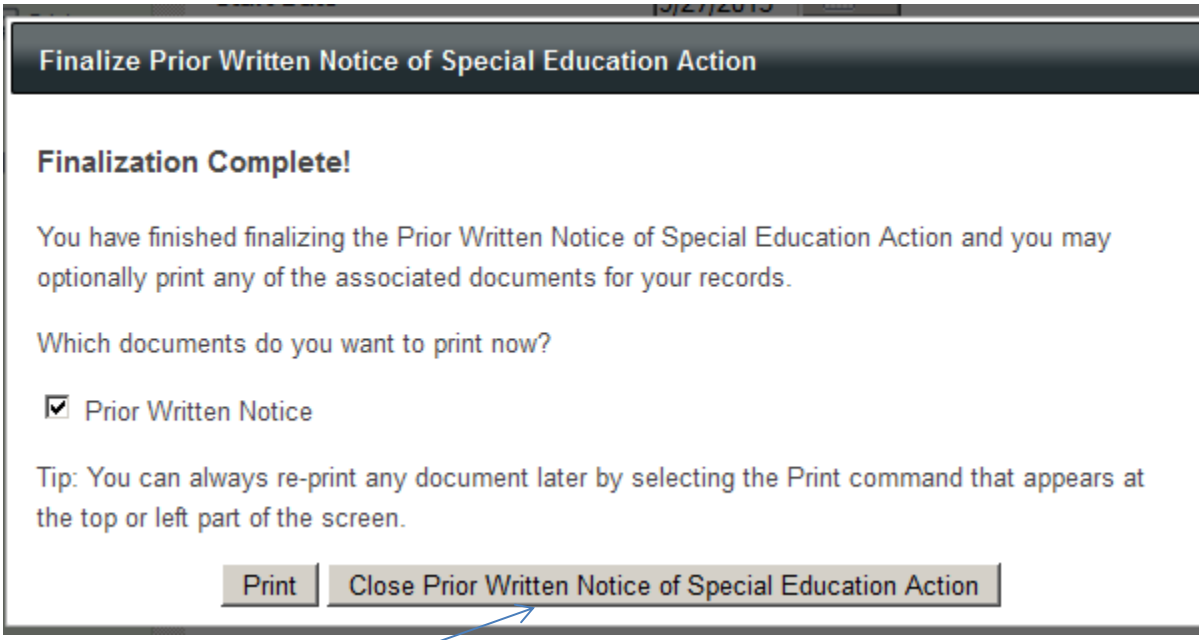
When you are finished, enter the date and click on "Completed"

Then you can click on:



Proof read your PWN document for accuracy, and then finalize it again when it is ready:


Finalize Prior Written Notice of Special Education Action
Confirm Finalization
A review of the Prior Written Notice of Special Education Action found no validation problems that prevent it from being finalized.
The documents below are associated with the Prior Written Notice of Special Education Action. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Prior Written Notice of Special Education Action is finalized.
Prior Written Notice
1 / 1
106%
Finalize

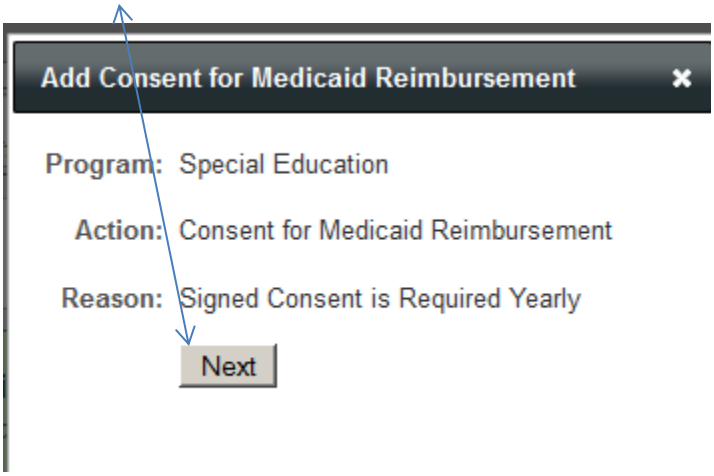

Finalize Prior Written Notice of Special Education Action
Finalization Complete!
You have finished finalizing the Prior Written Notice of Special Education Action and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Prior Written Notice
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Prior Written Notice of Special Education Action

Close the event

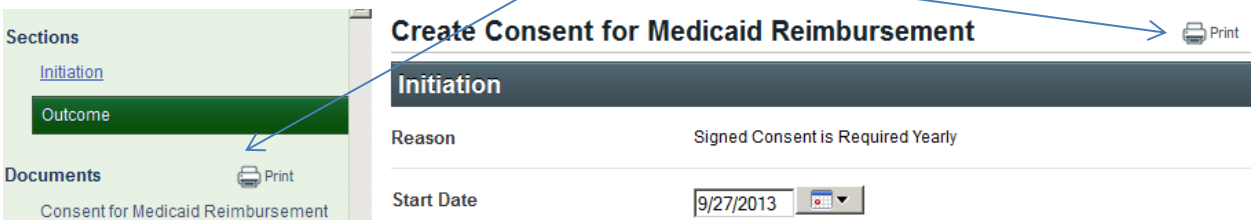
Step 8: Create Consent for Medicaid Reimbursement

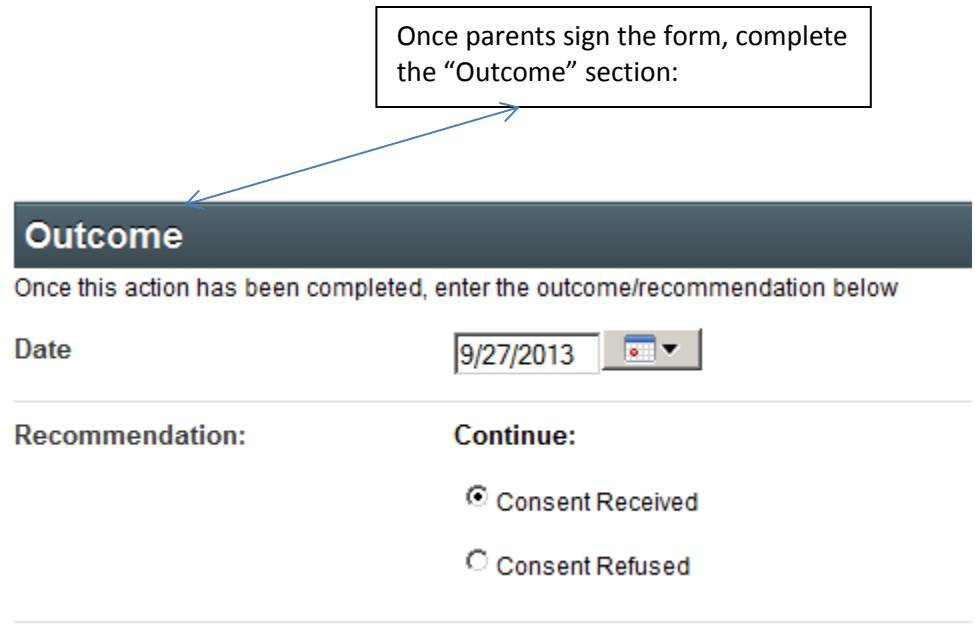
Click on Create

Click Next at this screen….

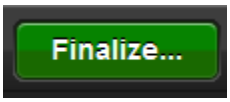

Add Consent for Medicaid Reimbursement
Program: Special Education
Action: Consent for Medicaid Reimbursement
Reason: Signed Consent is Required Yearly
Next

Printing Medicaid form for parent to sign: You may choose print from two different spots – for example, you can print from the left side of the screen, next to Documents; or you can print from the right side of the screen where the printer icon is located.

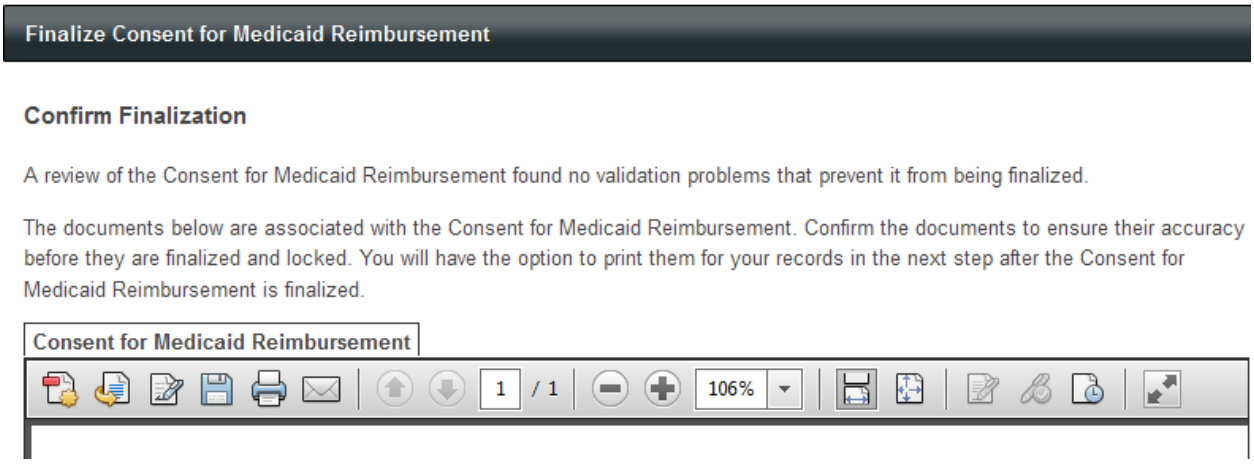


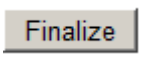


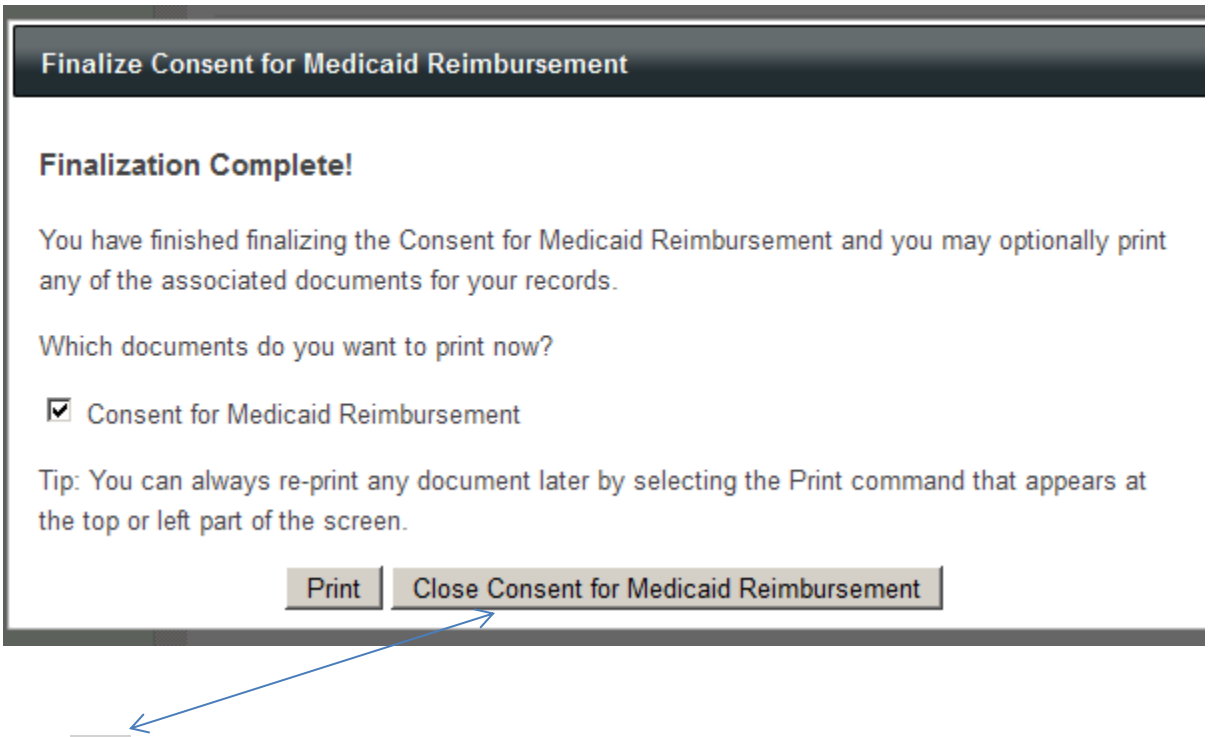
Then click on



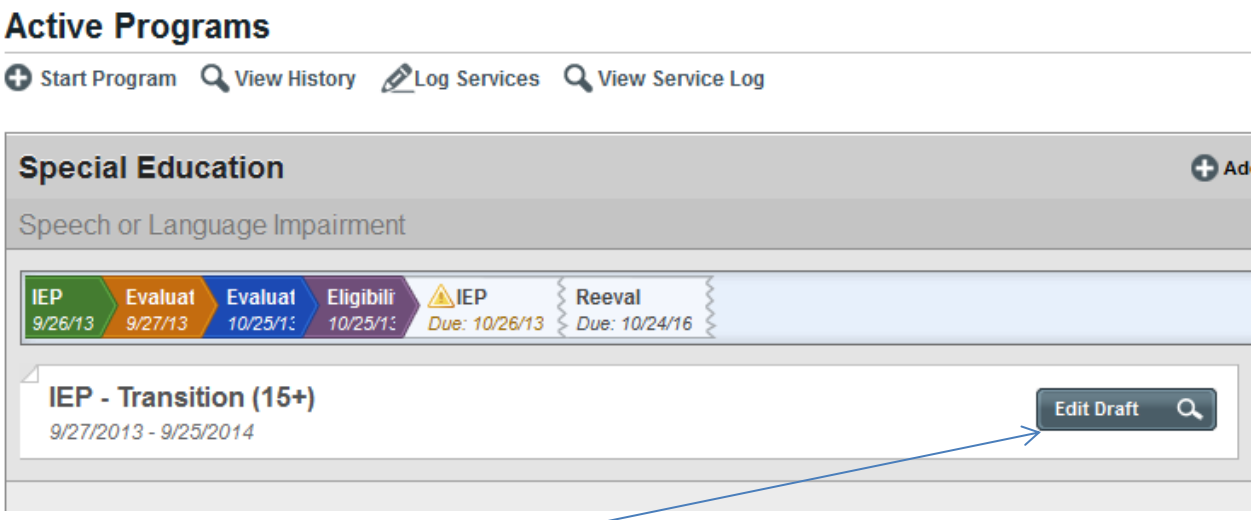
Review your document for accuracy when the next screen appears:


Finalize Consent for Medicaid Reimbursement
Confirm Finalization
A review of the Consent for Medicaid Reimbursement found no validation problems that prevent it from being finalized.
The documents below are associated with the Consent for Medicaid Reimbursement. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Consent for Medicaid Reimbursement is finalized.
Consent for Medicaid Reimbursement
1 / 1
106%

Click on 

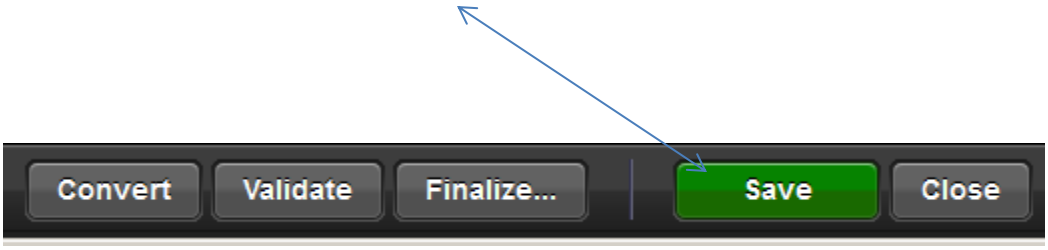

Finalize Consent for Medicaid Reimbursement
Finalization Complete!
You have finished finalizing the Consent for Medicaid Reimbursement and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Consent for Medicaid Reimbursement
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Consent for Medicaid Reimbursement

Then close the event



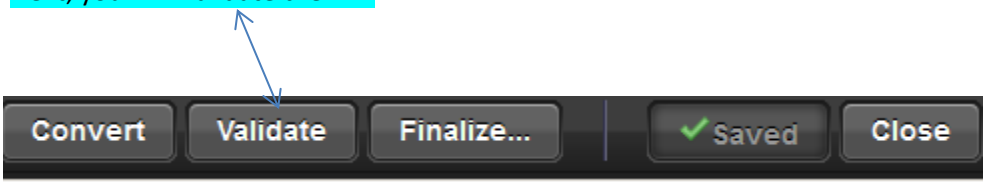
Click on "Edit Draft" to review the IEP for accuracy.

Once parents have reviewed the IEP, necessary changes are made, and you are ready to “lock” the final copy, first select the green Save button at the bottom:

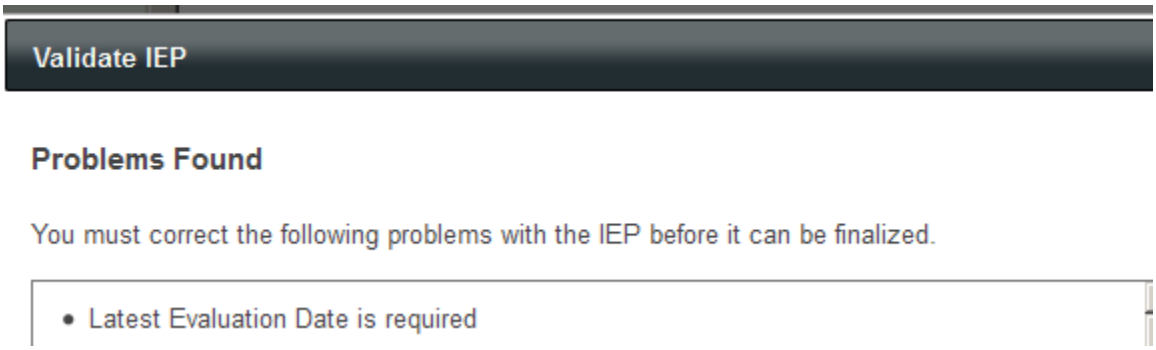


(Note: the Convert button replaces the IEP with a different version)

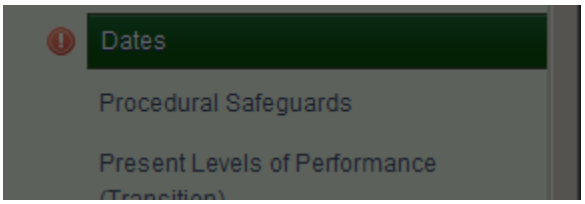
Next, you will Validate the IEP:



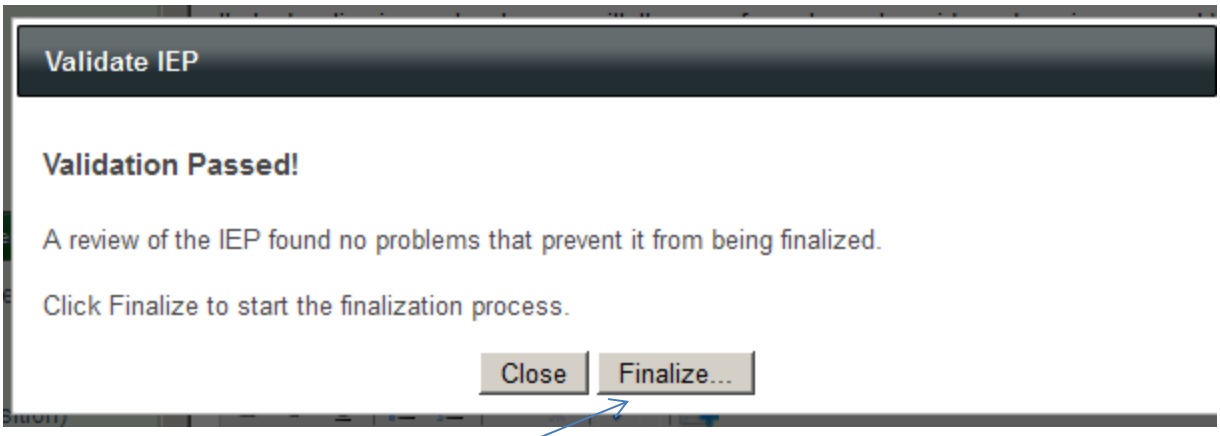
If there are errors, this screen will pop up to let you know what to correct.


Validate IEP
Problems Found
You must correct the following problems with the IEP before it can be finalized.
Latest Evaluation Date is required

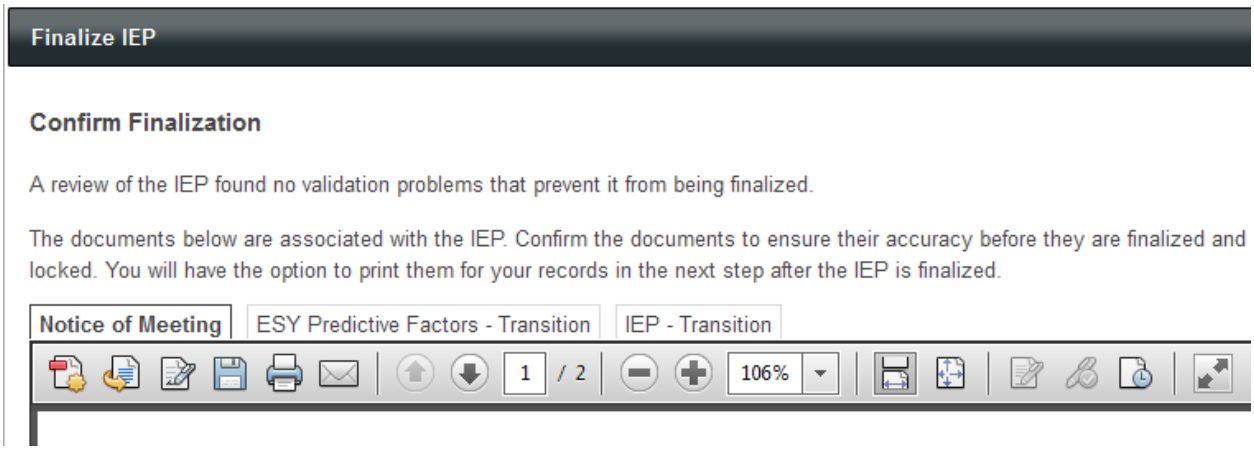
Also, any section(s) to be corrected will be in red:



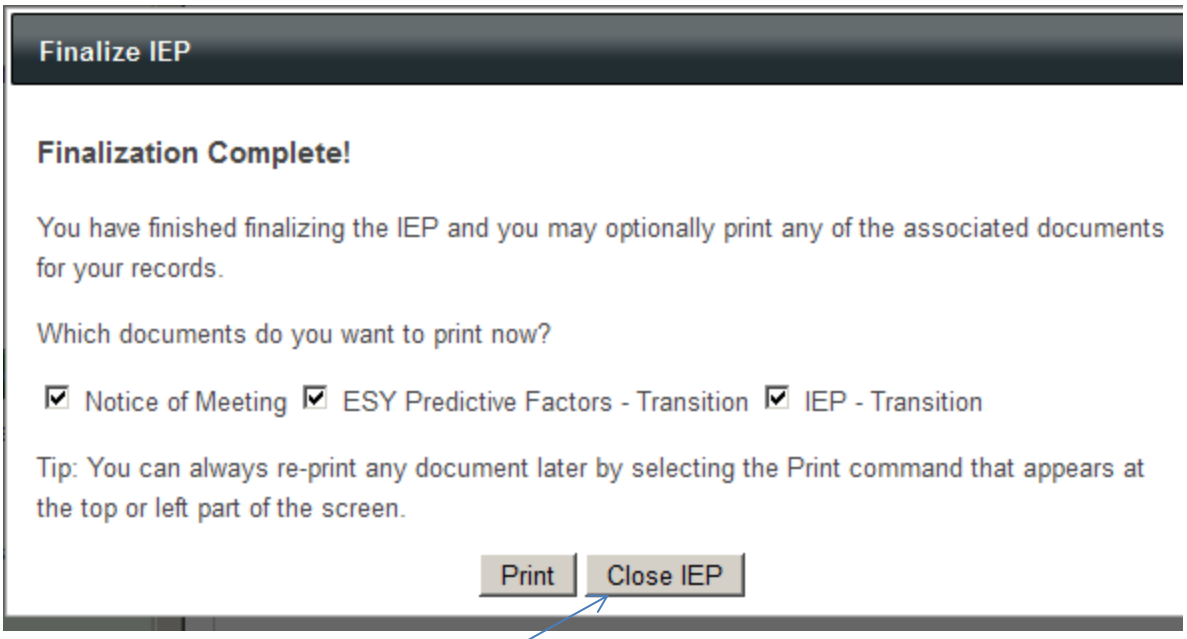
After you have corrected any errors, then you will see this screen pop up:


Validate IEP
Validation Passed!
A review of the IEP found no problems that prevent it from being finalized.
Click Finalize to start the finalization process.
Close
Finalize...

Click on the gray Finalize button, and then you have one last opportunity to review the IEP before locking it.

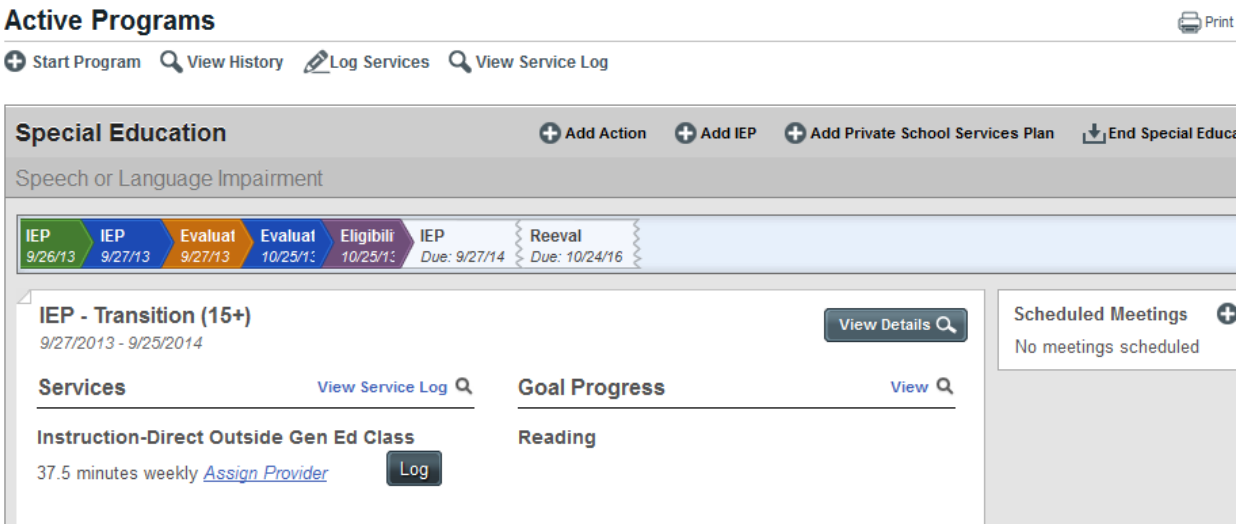

Finalize IEP
Confirm Finalization
A review of the IEP found no validation problems that prevent it from being finalized.
The documents below are associated with the IEP. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the IEP is finalized.
Notice of Meeting
ESY Predictive Factors - Transition
IEP - Transition
1 / 2
106%

I Agree, Finalize the IEP Click this button


Finalize IEP
Finalization Complete!
You have finished finalizing the IEP and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Notice of Meeting
ESY Predictive Factors - Transition
IEP - Transition
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close IEP

Then you may print from this screen or, as the dialogue box indicates, you may print later by selecting the Print command at the top or left part of the screen. (Save trees when possible and save as a PDF – send to parent via email)

Close your IEP and then your screen will look like this:

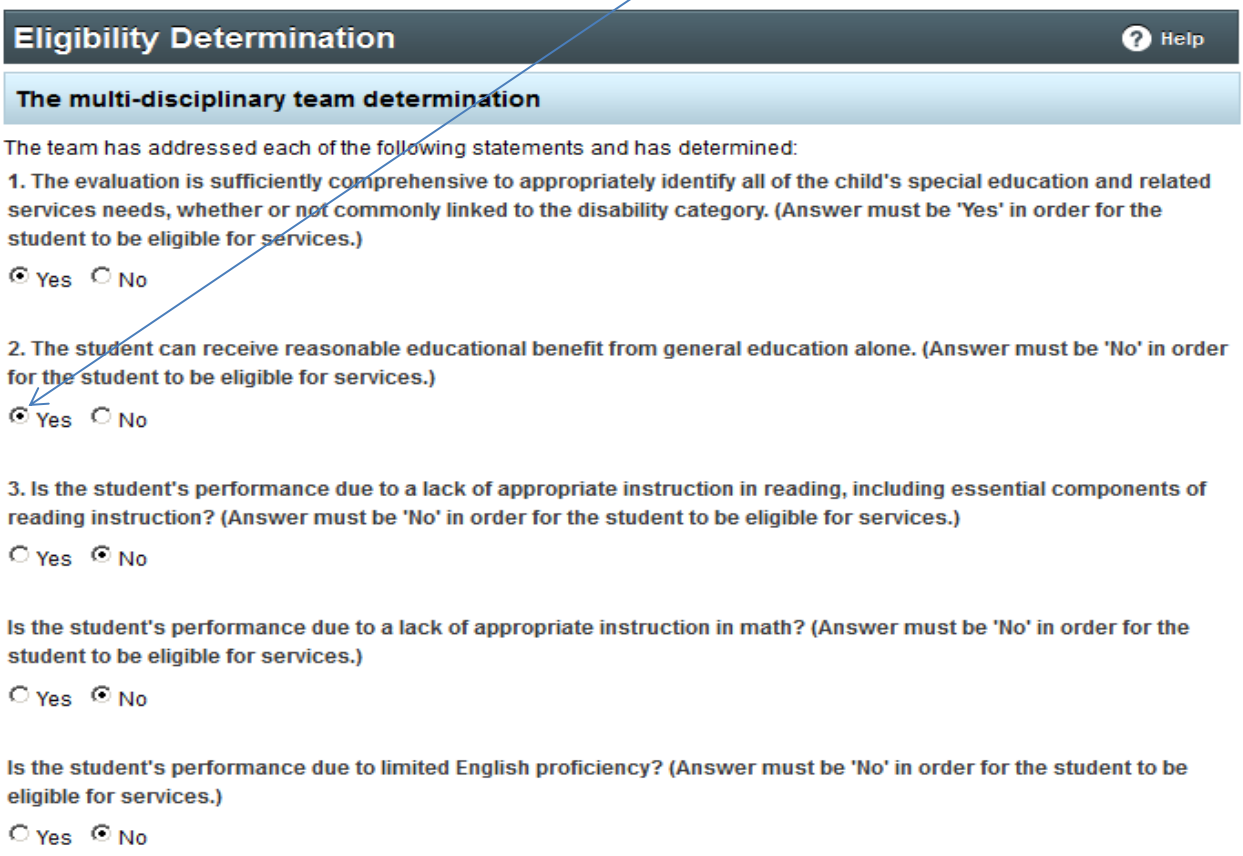


In this example, you see your locked IEP. Congratulations – you are finished!

Step 4: Eligibility Determination Event:Student Found NOT Eligible

At Step 4 in the Initial Eligibility Process, if the student is found *not* eligible, then follow these steps:

Complete the Eligibility Determination questions (like seen below). For this example, this student's needs can be met in general education (Question 2)


Eligibility Determination
Help
The multi-disciplinary team determination
The team has addressed each of the following statements and has determined:
1. The evaluation is sufficiently comprehensive to appropriately identify all of the child's special education and related services needs, whether or not commonly linked to the disability category. (Answer must be 'Yes' in order for the student to be eligible for services.)
Yes No
2. The student can receive reasonable educational benefit from general education alone. (Answer must be 'No' in order for the student to be eligible for services.)
Yes No
3. Is the student's performance due to a lack of appropriate instruction in reading, including essential components of reading instruction? (Answer must be 'No' in order for the student to be eligible for services.)
Yes No
Is the student's performance due to a lack of appropriate instruction in math? (Answer must be 'No' in order for the student to be eligible for services.)
Yes No
Is the student's performance due to limited English proficiency? (Answer must be 'No' in order for the student to be eligible for services.)
Yes No

Scroll down and click on the drop-down menu to indicate the disabilities that were considered,
OR indicate if "No disabilities were suspected by the team":

For this student, Speech or Language Impairment was considered:

Speech or Language Impairment Delete

Definition: A child with a Speech or Language Impairment shall have a communicative disorder which prevents the child from receiving reasonable educational benefit from general education.

To be eligible a child with a Speech or Language Impairment, under the classification headings of articulation, fluency, voice, functional communication or delayed language development, there must be evidence of dysfunction in one or more of the following criteria: (check all that apply)

Receptive and expressive language (oral and written) difficulties including syntax (word order, word form, developmental level), semantics (vocabulary, concepts and word finding), and pragmatics (purposes and uses of language).

○ Yes ◉ No

Auditory processing, including sensation (acuity), perception (discrimination, sequencing, analysis and synthesis) association and auditory attention.

○ Yes ◉ No

Deficiency of structure and function of oral peripheral mechanism.

○ Yes ◉ No

Articulation including substitutions, omissions, distortions or additions of sound.

○ Yes ◉ No

Voice, including deviation of respiration, phonation (pitch, intensity, quality), and/or resonance.

○ Yes ◉ No

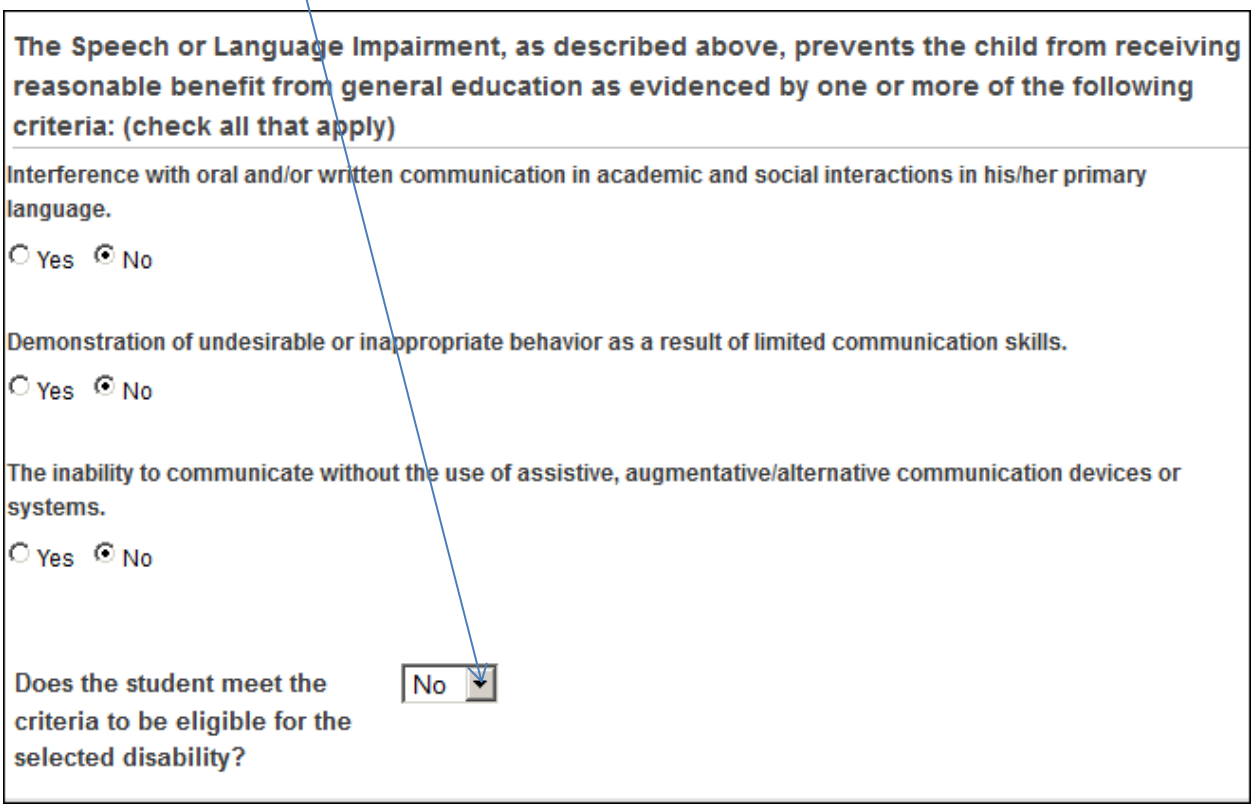
Fluency, including hesitant speech, stuttering, cluttering and related disorders.

○ Yes ◉ No

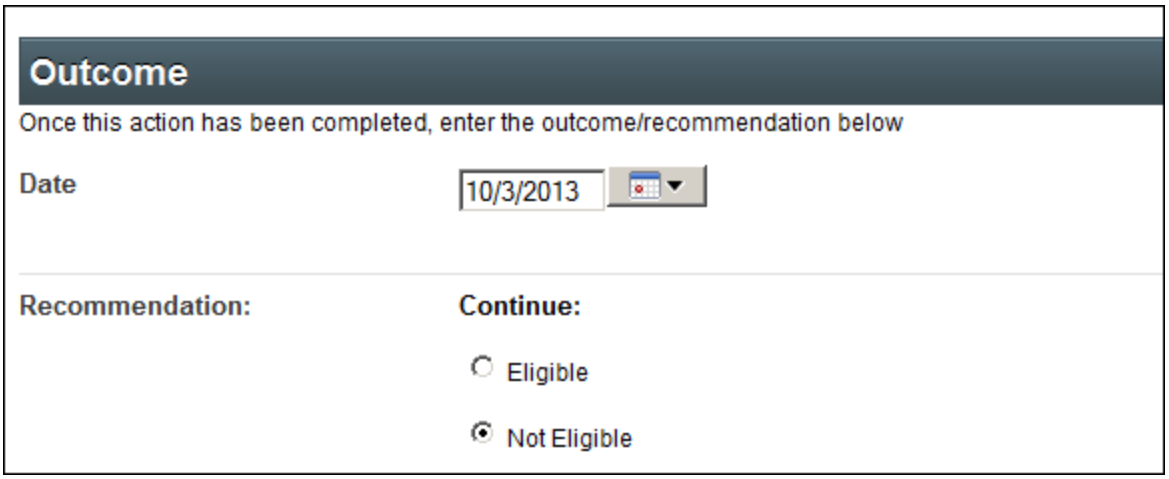
Problems in auditory perception such as discrimination and memory.

○ Yes ◉ No

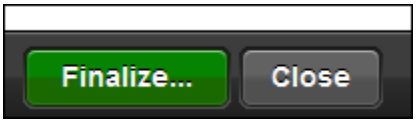
Click on “No” in the part that asks if the student meets criteria for the disability


The Speech or Language Impairment, as described above, prevents the child from receiving reasonable benefit from general education as evidenced by one or more of the following criteria: (check all that apply)
Interference with oral and/or written communication in academic and social interactions in his/her primary language.
Yes
No
Demonstration of undesirable or inappropriate behavior as a result of limited communication skills.
Yes
No
The inability to communicate without the use of assistive, augmentative/alternative communication devices or systems.
Yes
No
Does the student meet the criteria to be eligible for the selected disability?
No

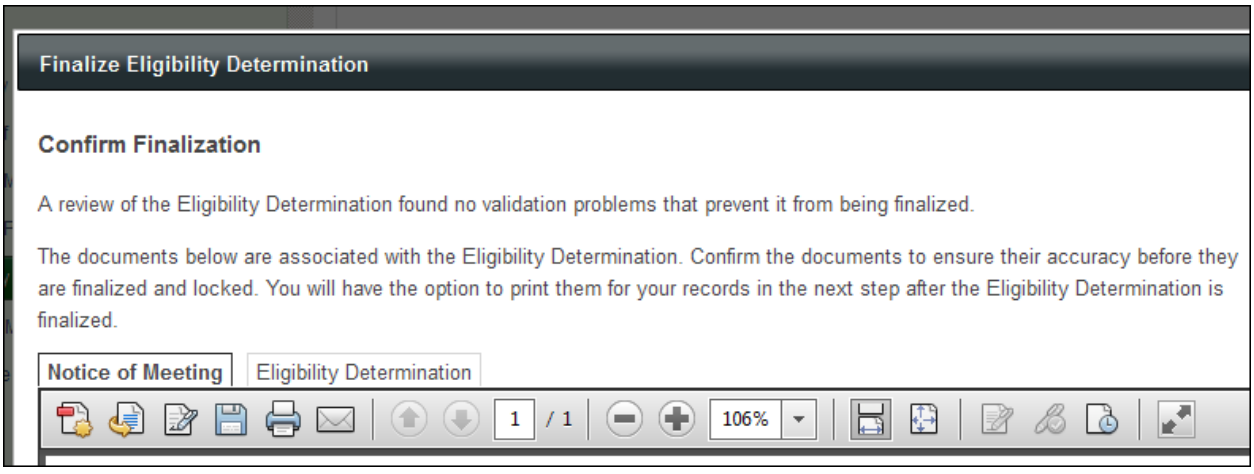
Complete the “Outcome” section:
enter date and indicate “Not Eligible”



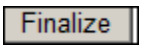
Click on “Finalize”



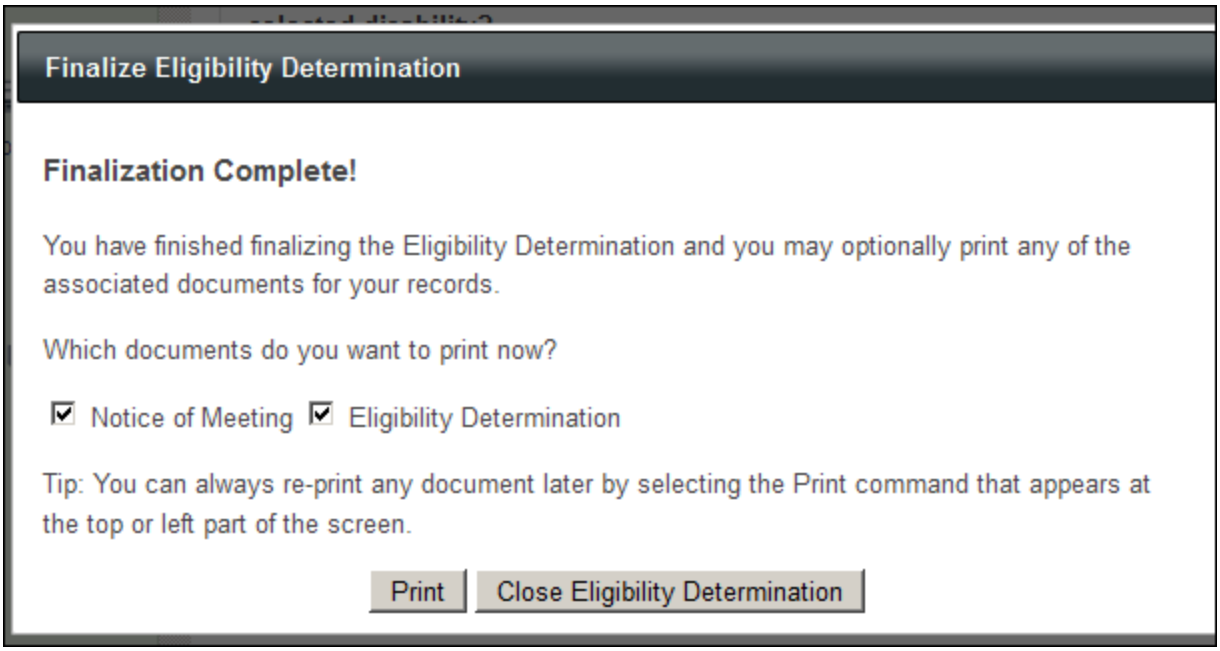
Proof read the document:


Finalize Eligibility Determination
Confirm Finalization
A review of the Eligibility Determination found no validation problems that prevent it from being finalized.
The documents below are associated with the Eligibility Determination. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Eligibility Determination is finalized.
Notice of Meeting
Eligibility Determination
1 / 1
106%

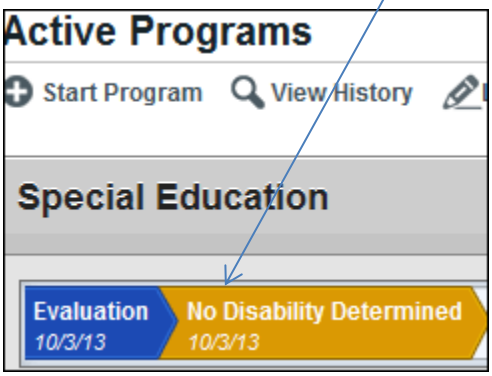
Click on the gray “Finalize” button after proofreading the form



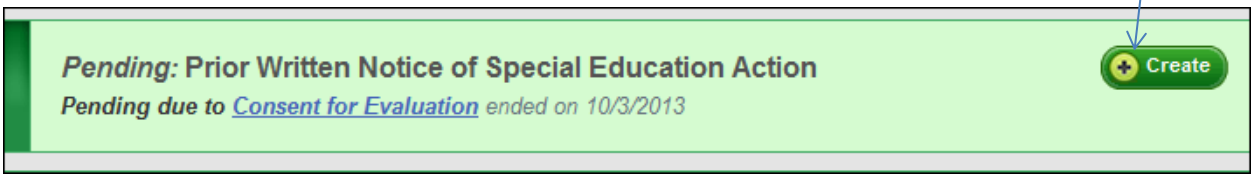
Then close the event


Finalize Eligibility Determination
Finalization Complete!
You have finished finalizing the Eligibility Determination and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Notice of Meeting
Eligibility Determination
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Eligibility Determination

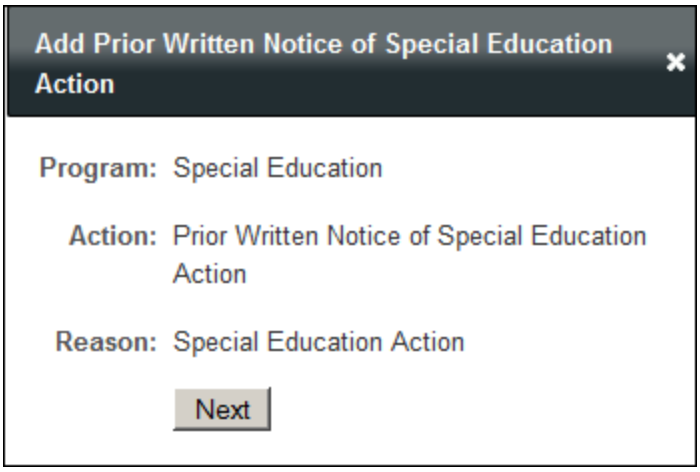
Under the student's name, it will now indicate "No Disability Determined"



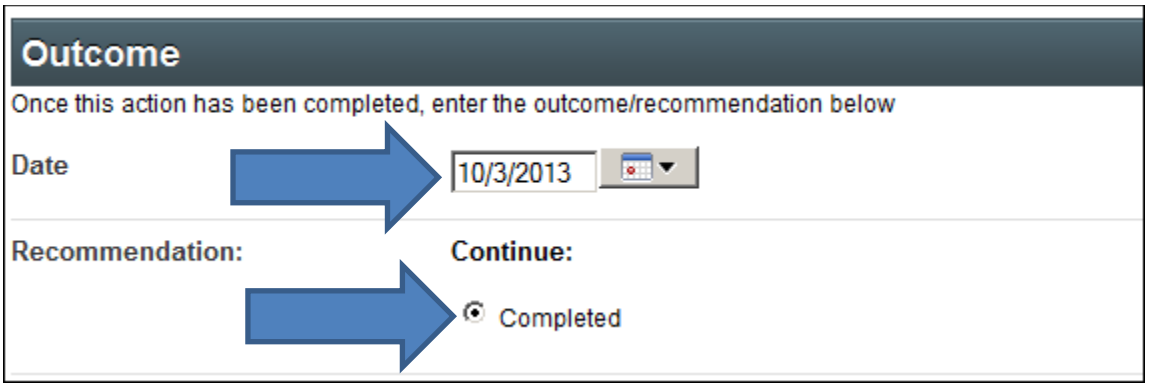
Complete the PWN of Special Education Action (to indicate student is not eligible): click on "Create"


Pending: Prior Written Notice of Special Education Action
Pending due to Consent for Evaluation ended on 10/3/2013
Create

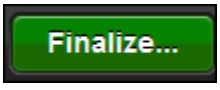
Click on "Next"


Add Prior Written Notice of Special Education Action
Program: Special Education
Action: Prior Written Notice of Special Education Action
Reason: Special Education Action
Next

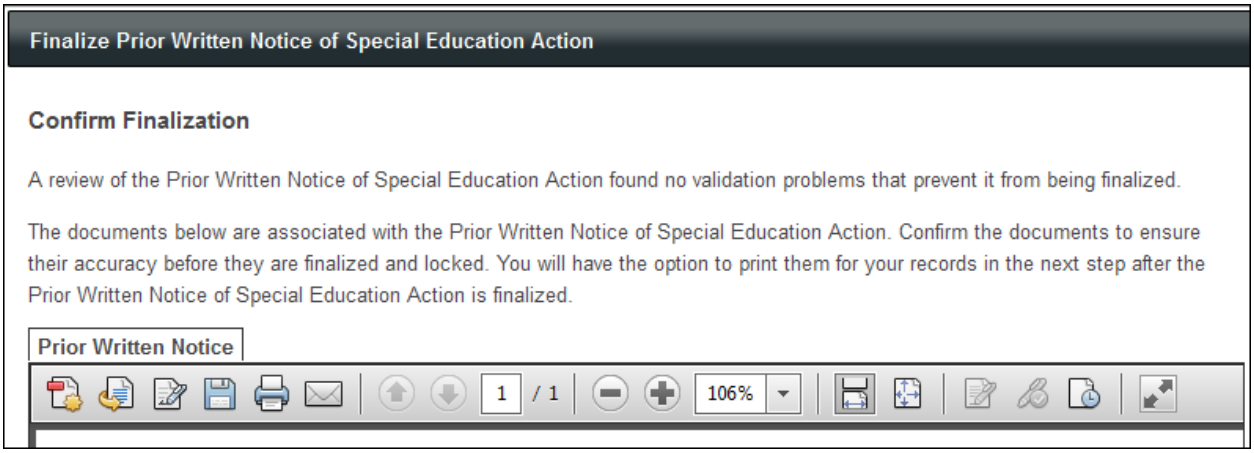
Complete the “Outcome” portion by entering date and clicking on “Completed”



Click on “Finalize”



Proofread the document:


Finalize Prior Written Notice of Special Education Action
Confirm Finalization
A review of the Prior Written Notice of Special Education Action found no validation problems that prevent it from being finalized.
The documents below are associated with the Prior Written Notice of Special Education Action. Confirm the documents to ensure their accuracy before they are finalized and locked. You will have the option to print them for your records in the next step after the Prior Written Notice of Special Education Action is finalized.
Prior Written Notice
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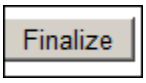
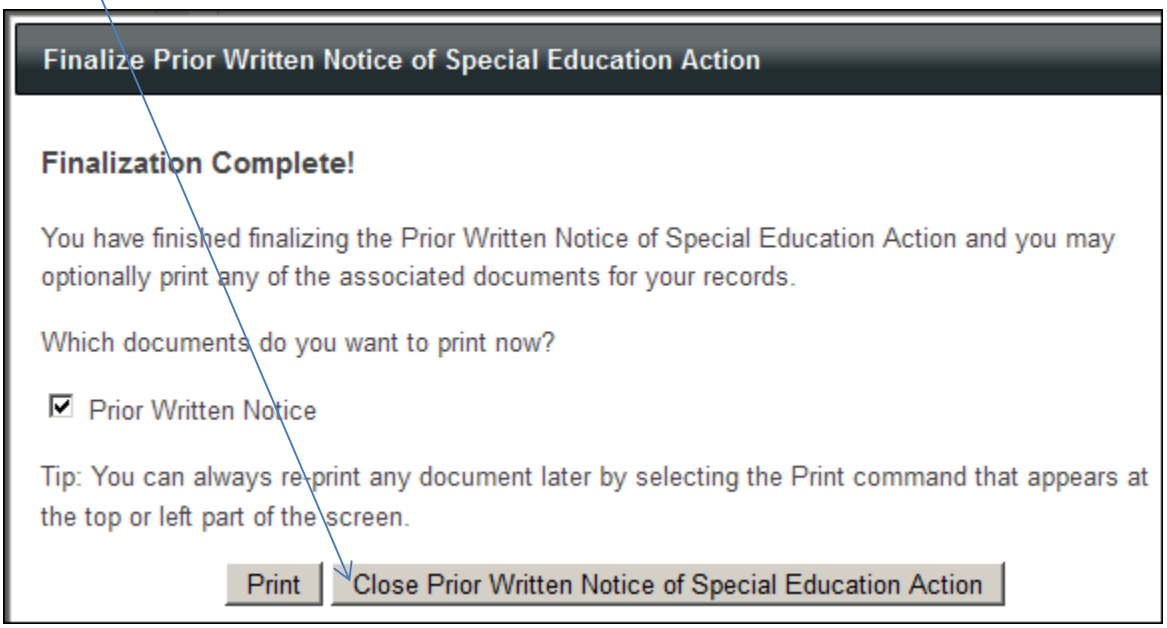
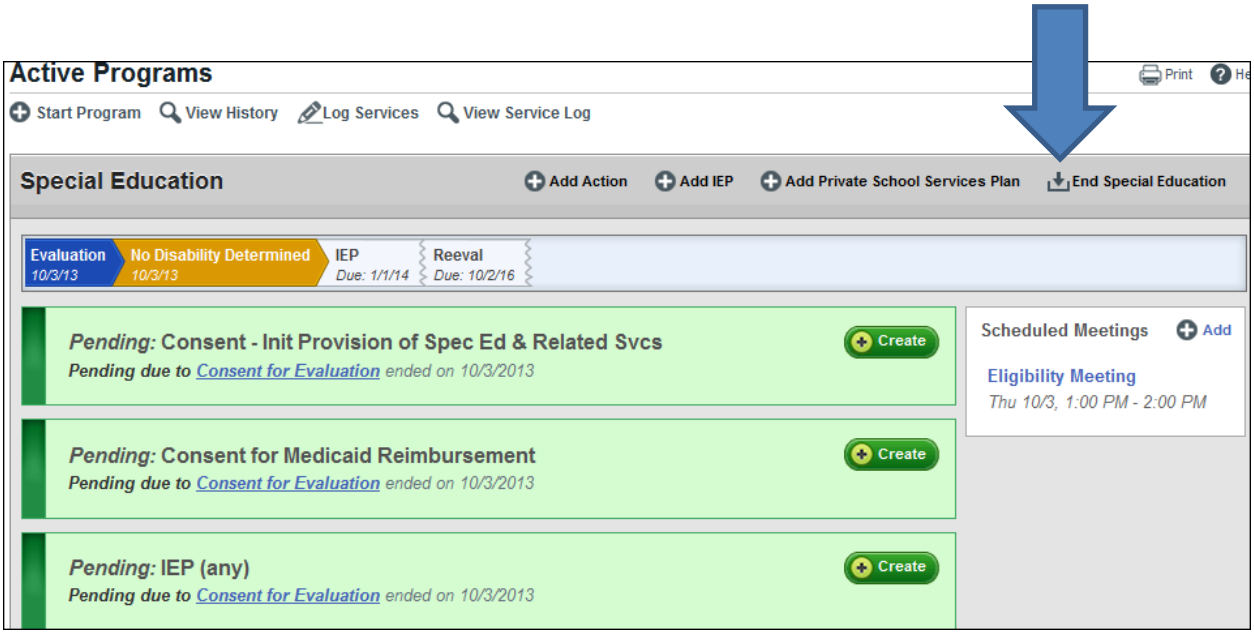
Click on “Finalize”



“Close” the event

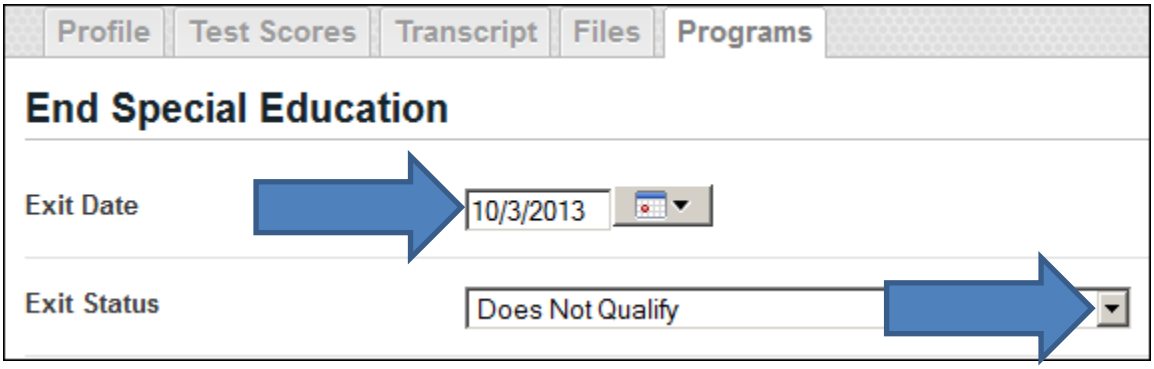

Finalize Prior Written Notice of Special Education Action
Finalization Complete!
You have finished finalizing the Prior Written Notice of Special Education Action and you may optionally print any of the associated documents for your records.
Which documents do you want to print now?
Prior Written Notice
Tip: You can always re-print any document later by selecting the Print command that appears at the top or left part of the screen.
Print
Close Prior Written Notice of Special Education Action

In the main programs tab section, click on “End Special Education”

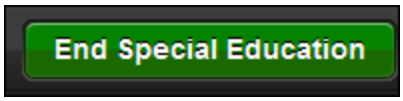


Input the date of the meeting when student was found not eligible for services, and

from the drop-down menu choose “Does Not Qualify”



At the very bottom of the page on the right side, click on the button labeled:



Then “Special Education” will be listed under “Previous Programs.”